

# Highway Agency Stormwater Pollution Prevention Plan

Salem County

NJPDES # NJG-0154954

4/28/2021

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### SPPP Form 1 – SPPP Team Members

<b>Stormwater Program Coordinator (SPC)</b>	
Print Name and Title	Diana Ford Chief of Administrative Services
Office Phone # and Email	(856) 935-7510 x8549 diana.ford@salemcountynj.gov
Signature and Date	<i>Diana Ford</i> 4/28/2021
<b>Individual Responsible for Major Development Project Stormwater Management Review</b> Please see training requirements for stormwater management reviewers on Form 13.	
Print Name and Title/Affiliation	James McKelvie, PE Salem County Engineer/ Post Construction Stormwater Management Coordinator
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
Print Name and Title/Affiliation	
<b>Other SPPP Team Members</b>	
Print Name and Title/Affiliation	John Crawford Engineering Supervisor
Print Name and Title/Affiliation	Karin Wood, Esquire Salem County Solicitor/Public Notice Coordinator/ Regulatory Mechanism Coordinator
Print Name and Title/Affiliation	Diana Ford Chief of Administrative Services/ Local Public Education Coordinator/ Employee Training Coordinator
Print Name and Title/Affiliation	Raymond Owens Physical Operations Coordinator





### SPPP Form 3 – Public Involvement and Participation Including Public Notice

Website where the Stormwater Pollution Prevention Plan (SPPP) is posted online:	www.salemcountynj.gov
Physical Location and/or website where records of public notices, meeting dates, minutes, etc. are kept:	Salem County Engineer's Office
Describe how the permittee complies with applicable state and local public notice requirements when providing for public participation in the development and implementation of its MS4 stormwater program:	
<p><i>Salem County Public Works Department will comply with applicable State and local notice requirements as determined by County Board of Chosen Freeholders. The Public Works Department will amend or adopt any additional requirements as revisions develop.</i></p> <p><i>For any meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N.J.S.A. 10:4-6 et seq.), Salem County provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the county budget, Salem County provides public notice in a manner that complies with the requirements of the Local Budget Law, N.J.S.A. 40A:4-1 et seq. For resolutions of the Salem County Board of Chosen Freeholders that provide a penalty for violation thereof, Salem County provides public notice in a manner that complies with the requirements of N.J.S.A. 40:24-3.</i></p>	

## SPPP Form 4 – Public Education and Outreach

This is only required for Highway Agencies that own or operate rest areas and/or service areas.

**5 Point System:** Each year, Highway Agencies that own or operate rest areas and/or service areas must conduct activities related to educating the public on stormwater pollution prevention. Sample activities include posting stormwater information on their website or social media, running local ads, posting signs at green infrastructure sites, posting stormwater signs, billboards, or murals at rest/service areas, presenting a stormwater related display or materials at rest/service areas, and providing pet waste bags at rest/service areas.

Permittees must earn at least 5 points as described in Attachment B of the permit. Describe how you are meeting the minimum 5-point requirement.

*Salem County does not own or operate rest areas and/or service areas but has determined the most efficient way to educate the public is to have a booth at the Salem County Fair ([www.salemcountyfair.com](http://www.salemcountyfair.com)) which is held annually to educate the public and distribute information about stormwater. The Fair is a positive outlet to educate the public about stormwater and how it affects individuals and wildlife. It also serves to inform the public about point and nonpoint source water pollution and what people can do to help prevent and reduce water pollution. Salem County extends the opportunity to all fifteen (15) municipalities to participate in the booth each year.*

**Records:** Indicate where public education and outreach records are maintained.

*A report on our exhibit is available for review in the Office of the Salem County Engineer. This report includes photographs, samples of literature that were distributed, and a record of the municipalities and County employees which participated in the booth during a given year.*

## SPPP Form 5 – Post-Construction Stormwater Management in New Development and Redevelopment Program

**Major Development:** How does the permittee define 'major development'?

*Salem County defines major development in accordance with the Highway Agency Stormwater General Permit. Major development shall consist of new development and redevelopment projects that disturb one (1) acre or more and are owned or operated by the County; and all new development and redevelopment projects that are less than one (1) acre or more that are part of a larger common plan of development that ultimately disturbs one (1) acre or more.*

**Approval Process:** Describe the process for reviewing and approving major development project applications for compliance with the stormwater management rules at N.J.A.C. 7:8 et seq. Attach a flow chart if available. Provide the location of the mitigation plan (if one exists) to allow for alternative locations or designs.

*All major development project applications are submitted to the Salem County Planning Board and reviewed by the Salem County Engineer for compliance with the stormwater management rules for major development established under N.J.A.C. 7:8. The County Engineer will ensure that individual major development project submissions incorporate stormwater management measures in accordance with the requirements of the Salem County Land Development Standards and the stormwater management rules established under N.J.A.C. 7:8 in order to prevent adverse stormwater drainage conditions on County roads or in County drainage facilities.*

*On June 22, 2005, the Salem County Board of Chosen Freeholders passed Resolution No. 2005-283 which:*

- (1) Adopts (and incorporates by reference) for such projects the applicable design and performance standards (including maintenance requirements) established under N.J.A.C. 7:8 for major development, and the storm drain inlet design standard in Attachment C of the Highway Agency permit;*
- (2) Requires that all such projects be designed to comply with these design standards and performance standards and this storm drain inlet design standard; and*
- (3) Requires that the Highway Permit's Post-Construction Program Design Checklist for Individual Projects be completed before each project's construction is approved.*

*Salem County's annual stormwater report shall list the projects considered major development that are subject to the requirements under N.J.A.C. 7:8. Salem County shall require the "Highway Agency Stormwater General Permit Post-Construction Program Design Checklist for Individual Projects" be completed for all major development applications submitted to the Salem County Planning Board. A stormwater management report shall be*

*required as part of a major development submission and shall include a maintenance plan providing for short-term and long-term maintenance of the stormwater management facilities following the guidelines provided in the "New Jersey Stormwater Best Management Practices Manual" published by the New Jersey Department of Environmental Protection.*

*Salem County will design (sometimes with consultant support) and maintain all projects which are considered to be "new development and redevelopment projects" described in the Highway Agency Permit in accordance with the permit requirements for such projects. The County's Annual Report will list these projects.*

*The Public Works Department intends to consider the applicable design and performance standards as early as possible in the project planning and design process. In addition, the County shall comply with the storm drain inlet design standard in Attachment C either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or (for flows not conveyed through such a trash rack), by installing the NJDOT bicycle safe grate and (if needed) a curb opening with a clear space no bigger than two (2) inches across the smallest dimension. The storm drain inlets will also be engineered to ensure adequate hydraulic performance.*

*When the County constructs such a project, the County will ensure adequate long-term operation and maintenance of BMPs for that project by preparing a project maintenance plan in accordance with N.J.A.C. 7:8-5.8 where applicable, and by requiring and funding the implementation of that plan. For BMPs at stormwater facilities, maintenance of these BMPs will also be an integral part of the stormwater facility maintenance program that we are developing to ensure proper function and operation of all County stormwater facilities regulated by the Highway Agency Permit.*

*The County shall utilize the "Highway Agency Stormwater General Permit Post-Construction Program Design Checklist for Individual Projects" for all New Development and Redevelopment projects. Copies of completed forms will be on file at the County Engineer's Office. A copy of this form is included in this Stormwater Pollution Prevention Plan on the next page.*

**Records:** Indicate the location of approved applications for major development projects.

*All approved applications for major development projects shall be kept on file in both the County Engineer's Office and the Planning Department.*

# Highway Agency Stormwater General Permit Post-Construction Program Design Checklist for Individual Projects

For each question, attach additional sheets as necessary

Highway Agency  
Information

Highway Agency: \_\_\_\_\_

NJPDES # : NJG \_\_\_\_\_ PI ID #: \_\_\_\_\_

Team Member: \_\_\_\_\_

Date: \_\_\_\_\_ Effective Date of Permit Authorization (EDPA): \_\_\_\_\_

## 1. Location of Project

- a. Project Name \_\_\_\_\_
- b. Highway Agency Project Number (if applicable): \_\_\_\_\_
- c. Road Name(s) (if applicable): \_\_\_\_\_
- d. Municipality(ies): \_\_\_\_\_
- e. County(ies): \_\_\_\_\_

## 2. Description (type of project)

- a. New alignment, widening, bridge replacement, intersection improvement, or other (describe): \_\_\_\_\_
- b. Area of proposed disturbance: \_\_\_\_\_ acres (include disturbance for easements, on/off ramps, etc. that are part of the project)
- c. Area of proposed additional impervious surface: \_\_\_\_\_ acres (include proposed additional impervious surface for easements, on/off ramps, etc. that are part of the project)
- d. Discharges to (identify surface water body(ies)): \_\_\_\_\_

### 3. Related NJDEP Permits

How much (if any) of the project requires at least one NJDEP permit (stream encroachment permit; freshwater wetlands permit or transition area waiver; CAFRA, coastal wetlands, or waterfront development permit) granted under the following statutes?

Application Number (if available)

Flood Hazard Area Control Act, N.J.S.A. 58:16A-50 et seq. \_\_\_\_\_  
Freshwater Wetlands Protection Act, N.J.S.A. 13:9B-1 et seq. \_\_\_\_\_  
Coastal Area Facility Review Act, N.J.S.A. 13:19-1 et seq. \_\_\_\_\_  
Waterfront and Harbor Facilities Act, N.J.S.A. 12:5-3 \_\_\_\_\_

Answer (check one): ☐ The entire project ☐ Part of the project ☐ None of the project

### 4. Compliance with NJDEP Design and Performance Standards (N.J.A.C. 7:8)

#### a. Nonstructural stormwater management strategies

To the maximum extent practicable, does the project meet the applicable erosion control, groundwater recharge, and stormwater runoff quantity and quality standards at N.J.A.C. 7:8-5.4 and 5.5 by incorporating nonstructural stormwater management strategies at N.J.A.C. 7:8-5.3 into the design? Y ( ☐ ) N ( ☐ )

Also see question #4.j in regard to the Low Impact Development Checklist.

#### b. Threatened and endangered species

Are the project's stormwater management measures designed to avoid adverse impacts of concentrated flow on habitat for threatened and endangered species as documented in the Natural Heritage Database established under N.J.S.A. 13:1B-15.147 through 15.150, particularly *Helonias bullata* (swamp pink) and/or *Clemmys muhlnebergi* (bog turtle)? Y ( ☐ ) N ( ☐ )

#### c. Exemption for certain utility line and public pedestrian access projects

How much (if any) of the project is exempt under N.J.A.C. 7:8-5.2(d) from the groundwater recharge and stormwater runoff quantity and quality requirements at N.J.A.C. 7:8-5.4 and 5.5? Y ( ☐ ) N ( ☐ ) If "yes," check whichever of the following are applicable:

☐ The entire project ☐ Part of the project ☐ None of the project

If you checked "The entire project" or "Part of the project," check whichever of the following are applicable:

☐ Underground utility line ☐ Aboveground utility line ☐ Public pedestrian access

If you checked "The entire project," skip questions #4.d, #4.f, #4.g, and #4.h.

#### d. Waiver for certain roadway, railroad, and public pedestrian access projects

Are you claiming, for the enlargement (widening) of an existing public roadway or railroad or the construction or enlargement of a public pedestrian access, a waiver under N.J.A.C. 7:8-5.2(e) from strict compliance with the groundwater recharge and stormwater runoff quantity and quality requirements at N.J.A.C. 7:8-5.4 and 5.5? Y ( ☐ ) N ( ☐ ) If "yes":

- Check whichever of the following are applicable:  
☐ Enlargement of existing public roadway or railroad ☐ Public pedestrian access

- Attach written documentation making the demonstration required under N.J.A.C. 7:8-5.2(e), unless "The entire project" or "Part of the project" is checked under question #3, and you have submitted or will submit this documentation to the NJDEP to obtain the related NJDEP permit(s).
- Check whether the waiver is for:

☐ The entire project      ☐ Part of the project      ☐ None of the project

If you checked "The entire project," skip questions #4.f, #4.g, and #4.h.

#### e. Erosion control

Is the project in its post-construction condition designed to meet the erosion control standards established under the Soil Erosion and Sediment Control Act, N.J.S.A. 4:24-39 et seq. and implementing rules? Y ( ☐ ) N ( ☐ )

Does the project have a soil erosion and sediment control plan certified under that Act and those rules? Y ( ☐ ) N ( ☐ ) If "no," please explain: \_\_\_\_\_

#### f. Groundwater recharge

Under N.J.A.C. 7:8-5.4(a)2ii, how much (if any) of the project is outside the scope of the groundwater recharge requirement at N.J.A.C. 7:8-5.4(a)2i?

Answer (check one): ☐ The entire project      ☐ Part of the project      ☐ None of the project

If you checked "The entire project" or "Part of the project," check whichever of the following are applicable:

☐ Urban redevelopment area      ☐ High pollutant loading area      ☐ Industrial "source material"

If you checked "Part of the project" or "None of the project," is the project designed to meet the groundwater recharge requirement at N.J.A.C. 7:8-5.4(a)2i? Y ( ☐ ) N ( ☐ ) Also see question 4.j.

Will there be recharge of any stormwater from high pollutant loading areas, or of industrial stormwater exposed to "source material"? Y ( ☐ ) N ( ☐ )

Is the project designed to avoid adverse hydraulic impacts on the groundwater table? Y ( ☐ ) N ( ☐ )

#### g. Stormwater runoff quantity

Will the post-construction stormwater runoff flow only into tidal waters where the increased volume of stormwater runoff will not increase flood damages below the point of discharge? Y ( ☐ ) N ( ☐ )

If "no," is the project designed to meet the stormwater runoff quantity standard at N.J.A.C. 7:8-5.4(a)3? Y ( ☐ ) N ( ☐ ) Also see question 4.j.

#### h. Stormwater runoff quality

Is the project subject to the requirement at N.J.A.C. 7:8-5.5(a) for 80 percent total suspended solids (TSS) reduction? Y ( ☐ ) N ( ☐ )

If "yes," is the project designed to meet this requirement? Y ( ☐ ) N ( ☐ ) Also see question 4.j.

If "no," check whichever of the following are applicable:

☐ Less than ¼ acre of additional impervious surface      ☐ NJPDES-based exemption

Is the project designed to meet the nutrient reduction standard at N.J.A.C. 7:8-5.5(e)? Y ( ☐ ) N ( ☐ )

Are the project's stormwater management measures designed to prevent any increase in stormwater runoff to waters classified as FW1? Y ( ☐ ) N ( ☐ ) N/A ( ☐ ) (N/A if there is no stormwater runoff from the project to FW1 waters)

Does the project propose any encroachment within a special water resources protection area established under N.J.A.C. 7:8-5.5(h) to protect Category One waters? Y ( ☐ ) N ( ☐ ) Also see question 4.j.

If "yes," has the NJDEP approved the proposed encroachment? Y ( ☐ ) N ( ☐ ) Please explain if the NJDEP has not approved the proposed encroachment:

#### **i. Other special circumstances**

Are there special circumstances besides those noted above (e.g., alternative design and performance standards recognized under N.J.A.C. 7:8-5.1(b), and hardship waivers under N.J.A.C. 7:13-4.8) that result in one or more of the design and performance standards at N.J.A.C. 7:8-5 not being applicable to all or part of the project? Y ( ☐ ) N ( ☐ )

If "yes," describe the circumstances and identify the standard(s) that are not applicable:

#### **j. Calculations and stormwater engineering report**

Was stormwater runoff calculated in accordance with N.J.A.C. 7:8-5.6? Y ( ☐ ) N ( ☐ )

Attach a stormwater engineering report that includes the following information (unless the Exception below applies):

- A copy of Parts 1, 3, and 4 of the Low Impact Development Checklist (see Appendix A of the New Jersey Stormwater Best Management Practices Manual)
- A copy of a USGS topographical map(s), 7.5 minute quadrangle series, showing the project location and its HUC-14 watershed(s), and indicating any special water resources protection area(s) established under N.J.A.C. 7:8-5.5(h)
- Proof that the applicable groundwater recharge and stormwater runoff quantity and quality standards at N.J.A.C. 7:8-5.4 and 5.5 (or applicable alternative standards recognized under N.J.A.C. 7:8-5.1(b)) are met. This proof shall include complete printouts of all calculations (including detention, retention, and infiltration calculations for all basins), and shall compare existing and proposed recharge and discharge rates. The proof shall clearly explain how the attached calculations demonstrate compliance with the applicable standards. If the requirement at N.J.A.C. 7:8-5.5(a) for 80 percent TSS reduction is applicable, the proof shall detail how TSS reduction is achieved.

Exception: If "The entire project" is checked under question #3, have you submitted or will you submit the above information to the NJDEP to obtain the related NJDEP permit(s)? Y ( ☐ ) N ( ☐ )

If "yes," it is not necessary to attach a stormwater engineering report.

#### **k. Structural stormwater management**

Is the project designed to meet the applicable standards for structural stormwater management measures at N.J.A.C. 7:8-5.7? Y ( ☐ ) N ( ☐ )

#### **l. Maintenance**

Has the design engineer prepared for the project the maintenance plan required by N.J.A.C. 7:8-5.8? Y ( ☐ ) N ( ☐ )

If "yes," attach the maintenance plan unless "The entire project" or "Part of the project" is checked under question #3, and you have submitted or will submit the maintenance plan for the entire project to the NJDEP to obtain the related NJDEP permit(s).



### 5. Compliance with NJDEP Design Standard for Storm Drain Inlets

Does the project include installation of any storm drain inlets? Y ( ☐ ) N ( ☐ )

If "yes," is the project designed to comply with the standard set forth in Attachment C of the permit to control passage of solid and floatable materials? Y ( ☐ ) N ( ☐ )

Attach a list of any storm drain inlets in the project that have hydraulic performance exemptions.

Are you claiming any alternative device exemptions or historic place exemptions for any of the storm drain inlets in this project? Y ( ☐ ) N ( ☐ ) If "yes," please explain:

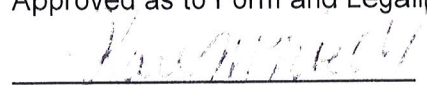
### SPPP Form 6 – Regulatory Mechanisms

Regulatory Mechanism	Date of Adoption	Website	Entity Responsible for Enforcement
1. Pet Waste Control Permit cite IV.B.5.a.i.	8/14/2019	www.salemcountynj.gov	Municipal or State police
2. Wildlife Feeding Control Permit cite IV.B.5.a.ii.	8/14/2019	www.salemcountynj.gov	Municipal or State police
3. Litter Control Permit cite IV.B.5.a.iii.	NA	NA	Municipal or State police
4. Improper Disposal of Waste Permit cite IV.B.5.a.iv.	9/5/2018	www.salemcountynj.gov	Salem County Emergency Services; Salem County Health Department
5. Illicit Connection Prohibition Permit cite IV.B.5.a.vii.	9/5/2018	www.salemcountynj.gov	Salem County Emergency Services; Salem County Health Department
<b>Records:</b> Indicate the location of records associated with the regulatory mechanisms above and related enforcement actions.			
<p><i>The above regulatory mechanisms are contained herein as part of this Stormwater Pollution Prevention Plan which is on file and available for review in the Salem County Engineer's Office.</i></p> <p><i>Litter Control: Salem County has adopted the existing State litter statute at N.J.S.A. 13:1E-99.3 as its regulatory mechanism for litter control. It shall be enforced by municipal or New Jersey State police.</i></p>			



Approved as to Form and Legality

Date Adopted

Committee  
Economic Development  
Public Works  
Salem County CounselAugust 14, 2019


**RESOLUTION ADOPTING COUNTY POLICY PROHIBITING  
IMPROPER DISPOSAL OF PET WASTE  
ON PROPERTY OWNED OR OPERATED BY THE COUNTY OF SALEM**

**WHEREAS,** the State of New Jersey has established the New Jersey Pollutant Discharge System Rules, N.J.A.C. 7:14-A and the Stormwater Permitting Program in response to the requirements mandated under the Federal Clean Water Act, 33 U.S. C. § 1251 et seq; and

**WHEREAS,** the State of New Jersey has mandated that each County adopt a Policy Prohibiting "IMPROPER DISPOSAL OF PET WASTE" on publicly owned property; and

**WHEREAS,** the Salem County Board of Chosen Freeholders has determined that in order to promote the goals established under the Federal Clean Water Act and the State of New Jersey Pollutant Discharge Elimination System and the Stormwater Permitting Program that the County adopt a Policy and Procedure Prohibiting Improper Disposal of Pet Waste.

**NOW, THEREFORE, BE IT RESOLVED** by the Salem County Board of Chosen Freeholders that the attached "POLICY AND PROCEDURE PROHIBITING IMPROPER DISPOSAL OF PET WASTE" be and is hereby adopted.

  
\_\_\_\_\_  
CHARLES V. HASSLER, Freeholder  
Chair, Economic Development/ Public Works Committee

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem on Wednesday, August 14, 2019.

  
\_\_\_\_\_  
STACY PENNINGTON  
Clerk of the Board

## RECORD OF VOTE

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
G. Ostrum, Jr.	✓					✓
C. Hassler	✓				✓	
L. Ware	✓					
R.S. Griscom	✓					
B. Laury				✓		

✓ Indicates Vote

ENG-DFord

## SALEM COUNTY

### PROHIBITION OF IMPROPER DISPOSAL OF PET WASTE

#### POLICY AND PROCEDURE

Adopted On: August 14, 2019  
Adopted By: **Salem County Board of Chosen Freeholders**  
By Resolution No.: 2019-292

#### I. Purpose:

A policy and procedure to prohibit the improper disposal of pet waste, on any property owned or operated by the County of Salem, so as to protect public health, safety and welfare, and to prescribe penalties for failure to comply.

#### II. Definitions:

For the purpose of this resolution, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- a. Highway Rest Area - any rest area, including any picnic area or scenic overlook, for a road or other thoroughfare operated by Salem County. For purposes of this policy and procedure a "road or other thoroughfare" does not include:

1. Any thoroughfare confined to the grounds of one or more buildings; or
  2. Any thoroughfare confined to a park or recreational area operated by Salem County.
- b. Immediate – shall mean that the pet solid waste is removed at once, without delay.
  - c. Owner/Keeper – any person who shall possess, maintain, house or harbor any pet or otherwise have custody of any pet, whether or not the owner of such pet.
  - d. Person – any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to County jurisdiction.
  - e. Pet – a domesticated animal (other than a disability assistance animal) kept for amusement or companionship.
  - f. Pet Solid Waste – waste matter expelled from the bowels of the pet; excrement.
  - g. Proper Disposal – placement in a designated waste receptacle, or other suitable container, and discarded in a refuse container which is regularly emptied by the County or some other refuse collector; or disposal into a system designed to convey domestic sewage for proper treatment and disposal.

### **III. Requirement for Disposal:**

All pet owners and keepers are required to immediately and properly dispose of their pet's solid waste deposited, on any property owned or operated by Salem County.

Any person found to be in violation of this policy and procedure shall be ordered to cease the actions immediately.

#### **IV. Exemptions:**

Any owner or keeper who requires the use of a disability assistance animal shall be exempt from the provisions of this section while such animal is being used for that purpose.

#### **V. Enforcement:**

The provisions of this policy and procedure shall be enforceable by any Local or State Police Officer.

#### **VI. Violations and Penalties:**

Any person(s) who is found to be in violation of the provisions of this Policy and Procedure shall be subject to a fine not to exceed \$100.00.

#### **VI. Severability:**

Each section, subsection, sentence, clause and phrase of this Policy and Procedure is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Policy and Procedure to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Policy and Procedure.

#### **VII. Effective date:**

This Policy and Procedure shall be in full force and effect from and after the adoption and any publication as may be required by law, of the resolution entitled: RESOLUTION ADOPTING COUNTY POLICY PROHIBITING IMPROPER DISPOSAL OF PET WASTE ON PROPERTY OWNED OR OPERATED BY THE COUNTY OF SALEM.

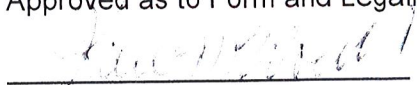


Approved as to Form and Legality

Date Adopted

Committee  
Economic Development  
Public Works

August 14, 2019

  
Salem County Counsel


**RESOLUTION ADOPTING COUNTY POLICY PROHIBITING WILDLIFE FEEDING  
ON PROPERTY OWNED OR OPERATED BY THE COUNTY OF SALEM**

**WHEREAS,** the State of New Jersey has established the New Jersey Pollutant Discharge System Rules, N.J.A.C. 7:14-A and the Stormwater Permitting Program in response to the requirements mandated under the Federal Clean Water Act, 33 U.S. C. § 1251 et seq; and

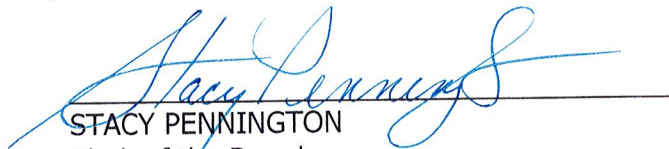
**WHEREAS,** the State of New Jersey has mandated that each County adopt a Policy Prohibiting "WILDLIFE FEEDING" on publicly owned property; and

**WHEREAS,** the Salem County Board of Chosen Freeholders has determined that in order to promote the goals established under the Federal Clean Water Act and the State of New Jersey Pollutant Discharge Elimination System and the Stormwater Permitting Program that the County adopt a Policy and Procedure Prohibiting Wildlife Feeding.

**NOW, THEREFORE, BE IT RESOLVED** by the Salem County Board of Chosen Freeholders that the attached "POLICY AND PROCEDURE PROHIBITING WILDLIFE FEEDING" be and is hereby adopted.

  
CHARLES V. HASSLER, Freeholder  
Chair, Economic Development/ Public Works Committee

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem on Wednesday, August 14, 2019.

  
STACY PENNINGTON  
Clerk of the Board

RECORD OF VOTE

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
G. Ostrum, Jr.	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
C. Hassler	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
L. Ware	<input checked="" type="checkbox"/>					
R.S. Griscom	<input checked="" type="checkbox"/>					
B. Laury				<input checked="" type="checkbox"/>		

✓ Indicates Vote

ENG-DFord

## SALEM COUNTY

### PROHIBITION OF WILDLIFE FEEDING

#### POLICY AND PROCEDURE

Adopted On: August 14, 2019  
Adopted By: **Salem County Board of Chosen Freeholders**  
By Resolution No.: 2019-293

#### I. Purpose:

A policy and procedure to prohibit the feeding of unconfined wildlife, on any property owned or operated by the County of Salem, so as to protect public health, safety and welfare, and to prescribe penalties for failure to comply.

#### II. Definitions:

For the purpose of this resolution, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- a. County Road - any road or other thoroughfare operated by Salem County (including a maintenance facility or rest area for such a thoroughfare). For purposes of this policy and procedure, a "road or other thoroughfare" does not include:



1. Any thoroughfare confined to the grounds of one or more buildings; or
  2. Any thoroughfare confined to a park or recreational area operated by Salem County.
- b. Feed – to give, place, expose, deposit, distribute or scatter any edible material with the intention of feeding, attracting or enticing wildlife. Feeding does not include baiting in the legal taking of fish and/or game.
  - c. Person – any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to county jurisdiction.
  - d. Wildlife – all animals that are neither human nor domesticated.

### **III. Prohibited Conduct:**

No person shall feed, on any property owned or operated by Salem County, any wildlife, excluding confined wildlife (for example, wildlife confined in zoos, parks or rehabilitation centers, or unconfined wildlife at environmental education centers).

### **IV. Enforcement:**

The provisions of this Policy and Procedure shall be enforceable by any local or State police officer.

Any person found to be in violation of this resolution shall be ordered to cease the feeding immediately.

### **V. Violations and Penalties:**

Any person(s) who is found to be in violation of the provisions of this Policy and Procedure shall be subject to a fine not to exceed \$100.00.

## **VI. Severability:**

Each section, subsection, sentence, clause and phrase of this Policy and Procedure is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Policy and Procedure to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Policy and Procedure.

## **VII. Effective date:**

This Policy and Procedure shall be in full force and effect from and after the adoption and any publication as may be required by law, of the resolution entitled: RESOLUTION PROHIBITING WILDLIFE FEEDING ON PROPERTY OWNED OR OPERATED BY THE COUNTY OF SALEM.

Date Adopted

Committee  
Economic Development/  
Public Works

September 5, 2018

**RESOLUTION ADOPTING  
AN IMPROPER DISPOSAL OF WASTE  
INTO STORM SEWERS ALONG COUNTY ROADS  
POLICY AND PROCEDURE**

**WHEREAS,** the State of New Jersey has established the New Jersey Pollutant Discharge System Rules, N.J.A.C. 7:14-A, and the Stormwater Permitting Program in response to the requirements mandated under the Federal Clean Water Act, 33 U.S. C. §1251 et seq.; and

**WHEREAS,** the State of New Jersey has mandated that each County adopt an "IMPROPER DISPOSAL OF WASTE INTO STORM SEWERS ALONG COUNTY ROADS, POLICY AND PROCEDURE"; and

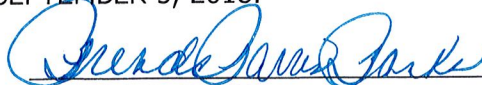
**WHEREAS,** the Salem County Board of Chosen Freeholders has determined that in order to promote the goals established under the Federal Clean Water Act and the State of New Jersey Pollutant Discharge Elimination System and the Stormwater Permitting Program that the County adopt an "IMPROPER DISPOSAL OF WASTE INTO STORM SEWERS ALONG COUNTY ROADS POLICY AND PROCEDURE.

**NOW, THEREFORE, BE IT RESOLVED** by the Salem County Board of Chosen Freeholders that the "IMPROPER DISPOSAL OF WASTE INTO STORM SEWERS ALONG COUNTY ROADS – POLICY AND PROCEDURE" be and is hereby adopted.



CHARLES V. HASSLER, Deputy Freeholder Director  
Chair, Economic Development/ Public Works Committee

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem on WEDNESDAY, SEPTEMBER 5, 2018.



BRENDA P. BANKS  
Clerk of the Board

RECORD OF VOTE

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
L. Ware	✓					
C. Hassler	✓				✓	
B. Laury	✓					
S. Griscom	✓					✓
M. DeCastro	✓					

✓ Indicates Vote

ENG/DF

## SALEM COUNTY

### IMPROPER DISPOSAL OF WASTE INTO STORM SEWERS ALONG COUNTY ROADS

#### POLICY AND PROCEDURE

Adopted On: September 5, 2018

Adopted By: The Salem County Board of Chosen Freeholders

By Resolution No.: 2018-301

#### I. Purpose

A policy and procedure to prohibit the spilling, dumping, or disposal, by Salem County and its employees, of materials other than stormwater to the municipal separate storm sewer system (MS4) at county roads, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

#### II. Definitions

For the purpose of this policy and procedure, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use for the purpose of this policy and procedure clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- a. County Road – any road or other thoroughfare operated by Salem County (including a maintenance facility or rest area for such a thoroughfare). For purposes of this policy and procedure, a "road or other thoroughfare" does not include:
  - 1. Any thoroughfare confined to the grounds of one or more buildings;  
or
  - 2. Any thoroughfare confined to a park or recreational area operated by Salem County.

- b. Municipal separate storm sewer system (MS4) – a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by Salem County or other public body, and is designed and used for collecting and conveying stormwater.
- c. Stormwater – water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.

### **III. Prohibited Conduct**

Salem County and its employees are prohibited from:

- a. Spilling, dumping, or disposing of materials other than stormwater to the municipal separate storm sewer system located at county roads.
- b. Spilling, dumping, or disposing of materials other than stormwater in such a manner as to cause the discharge of pollutants to the municipal separate storm sewer system located at county roads.

### **IV. Exceptions to Prohibition**

- a. Water line flushing and discharges from potable water sources
- b. Uncontaminated ground water (e.g., infiltration, crawl space or basement sump pumps, foundation or footing drains, rising ground waters)
- c. Air conditioning condensate (excluding contact and non-contact cooling water)
- d. Irrigation water (including landscape and lawn watering runoff)
- e. Flows from springs, riparian habitats and wetlands, water reservoir discharges and diverted stream flows
- f. Residential car washing water, and residential swimming pool discharges
- g. Sidewalk, driveway and street wash water
- h. Flows from fire fighting activities

i. Flows from rinsing of the following equipment with clean water:

1. Beach maintenance equipment immediately following their use for their intended purposes; and
2. Equipment used in the application of salt and de-icing materials immediately following salt and de-icing material applications. Prior to rinsing with clean water, all residual salt and de-icing materials must be removed from equipment and vehicles to the maximum extent practicable using dry cleaning methods (e.g., shoveling and sweeping). Recovered materials are to be returned to storage for reuse or properly discarded.

Rinsing of equipment in the above situations is limited to exterior, undercarriage, and exposed parts and does not apply to engines or other enclosed machinery.

## **V. Penalties**

Any Salem County officer or employee who continues to be in violation of the provisions of this policy and procedure, after being duly notified, shall be subject to removal, suspension, demotion, or other disciplinary action.



Date Adopted

September 5, 2018

Committee  
Economic Development/  
Public Works

**RESOLUTION ADOPTING AN ILLICIT CONNECTION TO STORM SEWERS  
ALONG COUNTY ROADS  
POLICY AND PROCEDURE**

**WHEREAS**, the State of New Jersey has established the New Jersey Pollutant Discharge System Rules, N.J.A.C. 7:14-A, and the Stormwater Permitting Program in response to the requirements mandated under the Federal Clean Water Act, 33 U.S. C. §1251 et seq.; and

**WHEREAS**, the State of New Jersey has mandated that each County adopt an "ILLICIT CONNECTIONS TO STORM SEWERS ALONG COUNTY ROADS, POLICY AND PROCEDURE"; and

**WHEREAS**, the Salem County Board of Chosen Freeholders has determined that in order to promote the goals established under the Federal Clean Water Act and the State of New Jersey Pollutant Discharge Elimination System and the Stormwater Permitting Program that the County adopt an "ILLICIT CONNECTION TO STORM SEWERS ALONG COUNTY ROADS POLICY AND PROCEDURE.

**NOW, THEREFORE, BE IT RESOLVED** by the Salem County Board of Chosen Freeholders that the "ILLICIT CONNECTIONS TO STORM SEWERS ALONG COUNTY ROADS – POLICY AND PROCEDURE" be and is hereby adopted.



CHARLES V. HASSLER, Deputy Freeholder Director  
Chair, Economic Development/ Public Works Committee

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem on WEDNESDAY, SEPTEMBER 5, 2018.



BRENDA P. BANKS  
Clerk of the Board

RECORD OF VOTE

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
L. Ware	✓					
C. Hassler	✓				✓	
B. Laury	✓					
S. Griscom	✓					✓
M. DeCastro	✓					

✓ Indicates Vote

ENG/DF

## **SALEM COUNTY**

### **ILLCIT CONNECTIONS TO STORM SEWERS AT COUNTY ROADS**

#### **POLICY AND PROCEDURE**

**Adopted On:** September 5, 2018

**Adopted By:** **The Salem County Board of Chosen Freeholders**

**By Resolution No.:** 2018-300

#### **I. Purpose**

A policy and procedure to prohibit illicit connections by Salem County to the municipal separate storm sewer system at county highways, so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply. This policy and procedure does not apply to any illicit connection which emanates from an entity other than Salem County.

#### **II. Definitions**

For the purpose of this policy and procedure, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use for the purpose of this policy and procedure clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. The definitions below are the same as or based on corresponding or related definitions in the New Jersey Pollutant Discharge Elimination System (NJPDES) rules at N.J.A.C. 7:14A-1.2.

- a. County Road – any road or other thoroughfare operated by Salem County (including a maintenance facility or rest area for such a thoroughfare). For purposes of this policy and procedure, a "road or other thoroughfare" does not include:
  - 1. Any thoroughfare confined to the grounds of one or more buildings;  
or



2. Any thoroughfare confined to a park or recreational area operated by Salem County.
- b. Domestic sewage - waste and wastewater from humans or household operations.
  - c. Illicit connection – any physical or non-physical connection that discharges domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than stormwater) to the municipal separate storm sewer system operated by Salem County, unless that discharge is authorized under a NJPDES permit other than the Highway Agency Municipal Stormwater General Permit (NJPDES Permit Number NJ0141887). Non-physical connections may include, but are not limited to, leaks, flows, or overflows into the municipal separate storm sewer system.
  - d. Industrial waste - non-domestic waste, including, but not limited to, those pollutants regulated under Section 307(a), (b), or (c) of the Federal Clean Water Act (33 U.S.C. §1317(a), (b), or (c)).
  - e. Municipal separate storm sewer system (MS4) – a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by Salem County or other public body, and is designed and used for collecting and conveying stormwater.
  - f. NJPDES permit – a permit issued by the New Jersey Department of Environmental Protection to implement the New Jersey Pollutant Discharge Elimination System (NJPDES) rules at N.J.A.C. 7:14A.
  - g. Non-contact cooling water - water used to reduce temperature for the purpose of cooling. Such waters do not come into direct contact with any raw material, intermediate product (other than heat) or finished product. Non-contact cooling water may however contain algaecides, or biocides to control fouling of equipment such as heat exchangers, and/or corrosion inhibitors.
  - h. Process wastewater - any water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct, or waste product. Process wastewater includes, but is not limited to, leachate and cooling water other than non-contact cooling water.

- i. Stormwater – water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.

### **III. Prohibited Conduct**

Salem County and its employees shall not discharge or cause to be discharged, through an illicit connection to the municipal separate storm sewer system located at county highways, any domestic sewage, non-contact cooling water, process wastewater, or other industrial waste (other than stormwater).

### **IV. Penalties**

Any Salem County officer or employee who continues to be in violation of the provisions of this policy and procedure, after being duly notified, shall be subject to removal, suspension, demotion, or other disciplinary action.

## SPPP Form 7 – Litter Pick-Up Program

**Roadside Clean-up:** Describe the program and schedule for roadside clean-up of trash and debris.

*Salem County will utilize the Salem County Improvement Authority "Adopt-A-Highway" program and "Clean Communities" program volunteers, County Prisoners, and the Salem County Public Works Department for the roadside clean-ups. At the current time, the volunteers do their clean-ups once a month, weather permitting. Bags of trash set at the roadside after these clean-ups are then collected by the Salem County Public Works Department employees the following Tuesday. The Salem County Public Works Department will conduct monthly roadside litter pick-ups on County roads that are not part of the "Adopt-A-Highway" program.*

*The Public Works Department will coordinate with the Salem County Improvement Authority-Solid Waste Division (SCIA) and local municipalities regarding litter pick-up on County roads. Pick-up from these roads will be included in the Public Works Department log.*

*Following is the "Standard Operating Procedure, Salem County, Inmate, Litter Clean-up Program."*

**Rest/Service Area Trash/Recycling Collection:** For Highway Agencies that own or operate rest/service areas, describe the program and schedule for regular collection of trash from litter and recycling receptacles at those locations.

*Salem County does not own or operate and rest/service areas.*

**Records:** Indicate the location of records, including the dates and amount of materials collected from roadside clean-ups.

*Records of roadside clean-ups, including the dates and amount of material collected are on file in the Salem County Engineer's Office.*



**County of Salem**  
**Road & Bridge Department**  
153 Cemetery Rd  
Pilesgrove, NJ 08098  
(856) 769-0453 FAX (856) 769-4923

## **STANDARD OPERATING PROCEDURE**

### **SALEM COUNTY**

### **INMATE LITTER CLEAN-UP PROGRAM**

Following is the "Standard Operating Procedure" (SOP) for the "SALEM COUNTY INMATE LITTER CLEAN-UP PROGRAM".

The purpose of this "SOP" is to keep everyone safe: inmates; county employees; and the public.

1. Read guidelines and go over them with all participants who will be helping out during the litter clean-up project before starting the clean-up.
2. Evaluate weather conditions. Discontinue work if weather (or other adverse circumstance) has a potential to create a public hazard.
3. Work must be performed during daylight hours.
4. All Inmates must be wearing the following "Personal Protective Equipment":
  - A. Closed-toe, flat-heeled shoes. No sandals, no flip-flops, no clogs. Inmates without closed-toe shoes cannot participate in the clean up.
  - B. Light-colored clothing, long-sleeved shirts and long pants are recommended.
5. Put safety gear on before traveling to you project site. Do not take off safety gear until removed from the clean-up site.
6. Vehicles must park completely off of paved areas and be at least six (6) feet from any traffic lane. If this is not possible and your site has a shoulder, then use a drop-off and pick-up arrangement.
7. When entering or exiting the project site on foot – all participants must do so allowing inmates and workers to face oncoming traffic.
8. Never risk injury.
9. Stay completely off of paved areas and always remain at least six (6) feet from any traffic lane.

**STANDARD OPERATING PROCEDURE  
SALEM COUNTY  
INMATE LITTER CLEAN-UP PROGRAM  
Page 2 of 3**

10. Use extreme caution when crossing conventional, two-lane highways. Use crosswalks and signals where available.
11. Do not work on unstable or slippery ground, on bridges, in tunnels, or in drainage facilities.
12. Avoid behaviors that would be a distraction to motorists and the public.
13. Limit litter cleanup activities to the areas adjacent to the road.
14. Do not go onto private property/lots. Respect private property. Do not go onto any property posted with "Private Property" or "No Trespassing" signs. Do not go onto property behind fences or gates. If you are asked to leave an area by someone claiming to be the property owner, please leave the area.
15. All litter items should be placed in plastic bags, if possible, and bags must be tied securely shut.
16. If appliances, televisions, furniture, or other large items are found, please make a note of the location and items. Notify the Salem County Road Department Office (856) 769-0453 as soon as possible. The items should be noted by type and location for follow-up at a later date by the Public Works Department, or the property owner, if possible.
17. Use litter sticks to pull litter out of bushes.
18. **BE AWARE OF SPIDERS AND SNAKES.** Do not put hands or feet into bushes, under debris, into tires, or any other place that may harbor snakes or spiders. If you find a snake, DO NOT poke at it or aggravate it. Slowly back away from the area, and discontinue your clean up in that area.
19. **BE AWARE** of your path - avoid stepping on nails or broken glass.
20. If you do not know what something is, do not touch or handle it. Use reasonable caution and care when picking up litter.
21. Use common sense if something out of the ordinary is encountered. Do not handle the item and contact the Officer or Supervisor in charge.
22. Do NOT handle any hazardous waste or potentially hazardous materials including but not limited to: motor oil; gasoline; batteries; syringes; plastic containers that smell or appear to contain noxious materials; etc. The location of any potentially hazardous material should be noted for follow-up by County Hazmat or the Public Works Department.

**STANDARD OPERATING PROCEDURE  
SALEM COUNTY  
INMATE LITTER CLEAN-UP PROGRAM  
Page 2 of 3**

**AFTER THE CLEAN UP:**

**Please contact Public Works Department with the number of bags filled and the exact location for pick-up.**

If bags are returned to the Public Works Department - place all bags at the designated dumpster location.

***Salem County Engineers / Public Works  
Storm Water Management  
153 Cemetery Road Pilesgrove, NJ 08098  
(856) 769-0453  
Email: Ray.Owens@salemcountynj.gov***

Prepared: 2/16/2016 by Steven Schalick  
Revised: 2/17/2016 by Diana Ford  
Revised: 6/2/2017 by Diana Ford

## SPPP Form 8 – Street Sweeping

**Street Locations:** Attach a map or describe the location of all streets and paved parking lots that are owned or operated by the permittee.

- a. Indicate which segments of limited-access roads have storm drain inlets or discharge directly to surface water.
- b. Indicate which segments of non-limited-access roads have storm drain inlets or discharge directly to surface water.
- c. Indicate which segments of roads do not have storm drain inlets or do not discharge directly to surface water.

*Two charts, one which describes the location of all streets and paved parking lots owned by Salem County that are required to be swept on an annual basis and one which describes the location of all streets and paved parking lots that are required to be swept on a triannual basis, are included in this Stormwater Water Pollution Prevention Plan at the end of this section.*

**Schedule:** Describe the sweeping schedule for all streets and paved parking lots that are owned or operated by the permittee.

*Salem County will develop and implement a schedule for sweeping its roads as required by the Highway Agency Permit. Salem County's schedule for street sweeping shall consist of roads that are swept on a triannual basis and roads swept on an annual basis.*

*Triannual Street Sweeping: The County will sweep, at a minimum of once every four (4) months, or more frequently as necessary to eliminate recurring problems, all segments of County roads and parking areas owned by the County that have storm drain inlets or discharge directly to surface water.*

*Annual Street Sweeping: The County will sweep, at a minimum of once per year, or more frequently as possible to eliminate recurring problems, all segments of County roads and parking areas owned by the County that do not have storm drain inlets or discharge directly to surface water.*

*The Highway Agency Permit requires all segments of limited access highways (including ramps and parking areas) owned by the permittee, including those at rest areas and service areas to be swept on a quarterly basis (once every three (3) months). Salem County does not own any limited access highways, rest areas, or service areas; therefore, Salem County is exempt from the quarterly street sweeping requirement of the Highway Agency Permit.*

**Records:** Indicate the location of records, including sweeping dates, areas swept, number of miles swept, and total amount of materials collected each month.

*Records of street sweeping done by the County, including sweeping dates, areas swept, the number of miles swept, and the total amount of materials collected each month are located in the County Engineer's Office and at the Salem County Public Works Facility Maintenance Yard in Pilesgrove Township.*



## SALEM COUNTY REQUIRED ANNUAL STREET SWEEPING LOCATIONS

County Route	Street Name	Limits	Municipalities	Required Mileage
601	North Golfwood Avenue/Pennsville-Pedricktown Road	NJ Route #48 to County Road #642	Carneys Point/Oldmans	3.64
602	Railroad Avenue/Pedricktown-Woodstown Road/Auburn Road	NJ Route #130 to Railroad Tracks	Oldmans/Pilesgrove	0.62
		Beaver Creek to Azalea Drive	Oldmans/Pilesgrove	4.72
603	Alloway-Woodstown Road	County Road #581 to Woodstown Borough line	Alloway/Mannington/Pilesgrove	5.20
604	Monroeville Road	NJ Route #77/US Route #40 to Gloucester County line	Upper Pittsgrove	4.90
608	Palatine Road	County Road #677 to County Road #690	Pittsgrove	1.90
609	Richwood Road	County Road #648 to Gloucester County line	Elmer/Upper Pittsgrove	3.31
610	Centerton Road	County Road #611 to County Road #553/County Road #690	Pittsgrove	2.84
611	Alloway-Aldine Road/Aldine-Shirley Road/Shirley Road/Dutch Row Road	Stockington Road to County Road #672	Alloway	1.53
611	Alloway-Aldine Road/Aldine-Shirley Road/Shirley Road/Dutch Row Road	County Road #663 to NJ Route #77	Alloway/Upper Pittsgrove	1.63
611	Alloway-Aldine Road/Aldine-Shirley Road/Shirley Road/Dutch Row Road	Cedar Lane to Mill Road	Upper Pittsgrove	1.60
		County Road #610 to Gloucester County line	Pittsgrove/Upper Pittsgrove	2.64
613	Porchtown Road	County Road #553 to Gloucester County line	Pittsgrove	5.43
614	Daretown-Alloway Road/Bridgeton Road	County Road #581 to Cumberland County line	Pilesgrove/Upper Pittsgrove/Alloway	4.93

## SALEM COUNTY REQUIRED ANNUAL STREET SWEEPING LOCATIONS

County Route	Street Name	Limits	Municipalities	Required Mileage
615	Woodstown-Daretown Road	County Road #672 to County Road #635	Pilesgrove/Upper Pittsgrove	3.72
617	Eldridges Hill Road	County Road #668 to Gloucester County line	Woodstown/Pilesgrove	2.39
619	Glassboro Road	US Route #40 to Gloucester County line	Pilesgrove/Upper Pittsgrove	4.95
620	Kings Highway	County Road #540 to Gloucester County line	Mannington/Pilesgrove	9.41
621	Lawrence Corner Road	County Road #639 to County Road #613/County Road #690	Pittsgrove	2.87
623	Grieves Parkway/Kent Street/ New Bridge Road	County Road #658 to County Road #650	Salem/Elsinboro/Quinton	2.18
623	Grieves Parkway/Kent Street/ New Bridge Road	County Road #651 to County Road #658	Salem/Elsinboro/Quinton	1.15
624	Fort Elfsborg-Hancocks Bridge Road	County Road #625 to County Road #658	Elsinboro/Lower Alloways Creek	3.71
625	Fort Elfsborg-Salem Road	County Road #627 to Country Club Road	Elsinboro	1.30
626	Jericho Road	NJ Route #49 to Cumberland County line	Quinton/Lower Alloways Creek	5.66
627	Tilbury Road/Amwellbury Road	County Road #661 to County Road #624	Elsinboro	2.64
628	Game Creek Road/Courses Landing Road	NJ Route #48 to County Road #646	Carneys Point	3.68
630	Fort Mott Road	County Road #632 to Issac Drive	Pennsville	1.71
631	Haines Neck Road	County Road #540 to NJ Route #45	Mannington	6.05
632	Lighthouse Road	County Road #630 to NJ Route #49	Pennsville	2.20
633	Amwellbury Road	County Road #627 to County Road #658	Elsinboro	1.15
635	Daretown Road/Friesburg-Aldine Road/Cohansey-Friesburg Road	US Route #40 to Cumberland County line	Upper Pittsgrove/Alloway	8.75

## SALEM COUNTY REQUIRED ANNUAL STREET SWEEPING LOCATIONS

County Route	Street Name	Limits	Municipalities	Required Mileage
637	Hagerville Road	County Road #624 to County Road #658	Elsinboro	1.34
638	Gershal Avenue	NJ Route #56 to County Road #674	Pittsgrove	2.35
639	Willow Grove Road	County Road #553 to Cumberland County line	Pittsgrove	4.60
640	Alloway-Friesburg Road/Friesburg Deerfield Road	County Road #540 to Cumberland County line	Alloway	5.26
641	Penns Grove-Auburn Road	County Road #601 to County Road #646	Carneys Point/Oldmans	3.88
642	Penns Grove-Pedricktown Road	US Route #130 to County Road #643	Oldmans	1.48
643	Straughns Mill Road	County Road #644 to County Road #551	Carneys Point	1.11
644	Perkintown Road	US Route #130 to County Road #551	Oldmans	4.37
645	Parvins Mill Road	Cumberland County line to County Road #690	Pittsgrove	5.34
646	Pointers-Auburn Road	County Road #540 to County Road #551	Mannington/Carneys Point/Pilesgrove/ Oldmans	6.19
647	Telegraph Road/Marlboro Road	County Road #667 to NJ Route #49	Quinton	1.54
648	Pine Tavern Road	Gloucester County line to County Road #609	Elmer/Upper Pittsgrove	4.90
650	Quinton-Hancocks Bridge Road	County Road #658 to NJ Route #49	Lower Alloway Creek/Quinton	3.03
651	Beasleys Neck Road/Sickler Street	County Road #623 to NJ Route #49	Lower Alloway Creek/Quinton	2.42
652	Smick Road	County Road #623 to County Road #658	Lower Alloway Creek	1.46
653	Acton Station Road	NJ Route #49 to NJ Route #45	Quinton/Mannington	3.85
654	Cross Road	County Road #651 to County Road #658	Quinton/Lower Alloways Creek	4.26
655	Alvine Road	County Road #639 to NJ Route #56	Pittsgrove	5.54

## SALEM COUNTY REQUIRED ANNUAL STREET SWEEPING LOCATIONS

County Route	Street Name	Limits	Municipalities	Required Mileage
656	Remsterville Road	County Road #611 to County Road #635	Alloway	2.38
657	Quaker Neck Road	Salem City line to County Road #540	Mannington/Alloway	4.94
658	Salem-Hancocks Bridge Road/Hancocks Bridge-Harmersville Road	County Road #633 to County Road #606	Elsinboro/Lower Alloways Creek	3.25
		Cuff Road to County Road #623	Lower Alloways Creek	0.72
659	Clancy Road	County Road #657 to County Road #657	Mannington/Quinton/Alloway	2.09
660	Point Airy Road/Whig Lane Road	County Road #602 to County Road #617	Pilesgrove	2.29
660	Point Airy Road/Whig Lane Road	Avis Mill Road to NJ Route #77	Pilesgrove/Upper Pittsgrove	3.40
661	Sinnicksons Landing Road	County Road #627 to County Road #625	Elsinboro	1.83
663	Canhouse Road	County Road #611 to Cumberland County line	Alloway	2.13
664	Timberman Road	County Road #540 to County Road #603	Alloway	1.76
665	Walnut Street	County Road #633 to County Road #637	Elsinboro	3.19
666	Swedesboro Road	Gloucester County line to County Road #604	Upper Pittsgrove	3.82
667	Harmersville-Pecks Corner Road/Pecks Corner-Cohansey Road	County Road #658 to County Road #540/County Road #647	Lower Alloways Creek/Quinton	5.87
669	Cheney Road	NJ Route #45 to County Road #679	Mannington	1.07
671	Fork Bridge Road	County Road #639 to US Route #40	Pittsgrove	2.15
672	South Main Street/Yorketown Road/Watsons Mill Road	East Lake Road to County Road #635	Pilesgrove/Alloway	6.64
674	Garden Road	County Road #690 to Cumberland County line	Pittsgrove	5.11
676	McKillip Road	County Road #540 to Mannington Township line	Alloway	0.80

## SALEM COUNTY REQUIRED ANNUAL STREET SWEEPING LOCATIONS

County Route	Street Name	Limits	Municipalities	Required Mileage
677	Burlington Road	County Road #648 to Cumberland County line	Upper Pittsgrove/Pittsgrove	6.46
678	Old Salem Road	County Road #679 to Liberty Avenue	Pilesgrove	1.67
679	Cemetery Road	NJ Route #45 to Mannington-Yorktown Road	Pilesgrove/Mannington	1.49
690	Olivet Road/Upper Neck Road	Cumberland County line to County Road #608	Pittsgrove	2.95
		County Road #553 to County Road #639	Pittsgrove	2.05
540	Hawks Bridge Road/Pointers-Auburn Road/Welchville Road/Telegraph Road/Pecks Corner-Cohansey Road/Deerfield Road/Almond Road	US Route #40 to Bypass Road, County Road #540	Carneys Point/Mannington	6.49
		NJ Route #45 to County Road #664	Mannington/Alloway	3.55
		Waterworks Road to Cumberland County line	Alloway	5.54
		Cumberland County line to County Road #553	Pittsgrove	1.05
		Pittsgrove Middle School to Cumberland County line	Pittsgrove	4.80
551	Pennsville-Auburn Road	NJ Route #48 to County Road #602	Carneys Point/Oldmans	5.31
553	Centerton Road/Buck Road	Cumberland County line to County Road #540	Pittsgrove	0.54
		County Road #674 to Gloucester County line	Pittsgrove/Upper Pittsgrove	5.47
581	Commissioners Pike	County Road #611 to Gloucester County line	Alloway/Upper Pittsgrove	9.64

## SALEM COUNTY REQUIRED TRIANNUAL STREET SWEEPING LOCATIONS

Municipality	County Route	Street Name	Limits	Required Mileage
Oldmans	602	Railroad Avenue	Railroad Tracks to Beaver Creek	1.39
	642	Mill Street	County Route #643 to Gloucester County Line	0.78
	643	Porcupine Road/Straughns Mill Road	County Route #644 to US Route #130	3.60
	680	Gateway Boulevard	County Route #643 to dead end	0.48
	681	Veterans Way	County Route #680 to dead end	0.19
	551	Pennsville-Auburn Road/ Main Street	County Route #602 to Gloucester County Line	0.78
Carneys Point/ Penns Grove	601	Golfwood Avenue	County Route #618 to NJ Route #48	1.47
	607	Broad Street	County Route #634 to US Route #130	1.93
	618	Hollywood Avenue	County Route #551 to US Route #130	0.91
	629	Georgetown Road	US Route #130 to County Route #551	1.32
	634	Maple Avenue/State Street	US Route #130 to County Route #675	1.06
	641	East Line Street/Penns Grove-Auburn Road	County Route #607 to County Route #601	1.71
	675	Main Street/Delaware Avenue/Sixth Avenue	US Route #130 to County Route #607	1.82
Carneys Point/ Penns Grove	551	Pennsville-Auburn Road	NJ Route #140 to NJ Route #48	2.71
Pennsville	630	Fort Mott Road	NJ Route #49 to County Route #632	1.60
	670	Industrial Park Road	County Route #630 to Riviera Drive	1.34
	551	Hook Road	NJ Route #49 to Interstate Route #295	4.66
Salem	625	Chesnut Street/Fort Elfsborg-Salem Road	NJ Route #49 to County Route #627	1.41
	657	Griffith Street/Grant Street	NJ Route #49 to Mannington Township Line	1.31

## SALEM COUNTY REQUIRED TRIANNUAL STREET SWEEPING LOCATIONS

Municipality	County Route	Street Name	Limits	Required Mileage
	658	Yorke Street/Salem-Hancocks Bridge Road	County Route #657 to County Route #633	1.21
	661	Tilbury Road	Grieves Parkway to County Route #627	0.70
	665	Walnut Street	NJ Route #49 to County Route #633	1.45
Elsinboro	625	Fort Elfsborg - Salem Road	Country Club Road to County Route #624	0.72
Lower Alloways Creek	606	Front Street/Main Street/Buttonwood Avenue	County Route #658 to County Route #658	0.77
	623	Harmersville - Canton Road/Main Street - Canton	County Route #658 to County Route #658	3.00
	658	Locust Island Road/Hancocks Bridge - Harmersville Road	County Route #606 to Cuff Road	0.82
Lower Alloways Creek	658	Maskells Mill Road/Friendship Road	County Route #623 to County Route #623	4.05
Alloway/Quinton	611	Alloway - Aldine Road	County Route #581 to Stockington Road	2.08
	611	Alloway - Aldine Road/Aldine - Shirley Road	County Route #672 to County Route #663	1.15
	540	Welchville Road/Greenwich Street	County Route #664 to Waterworks Road	1.14
	581	Quinton - Alloway Road/Main Street	NJ Route #49 to County Route #611	3.39
Mannington	540	Bypass Road	NJ Route #45 to Pointers - Auburn Road (County Route #540)	0.13
Pilesgrove/Woodstown	602	Auburn Road/Auburn Street/Elm Street	Azalea Drive to US Route #40	3.70
	603	Lotus Avenue/Alloway Road	County Route #672 to Pilesgrove Township Line	0.52
	605	Swedesboro Road	County Route #668 to Gloucester County line	2.02
	616	Bailey Street	NJ Route #45 to County Route #672	1.11
	636	Marlton Road	NJ Route #45 to County Route #620	1.76
	660	Whig Lane Road	County Route #617 to Avis Mill Road	1.81

## SALEM COUNTY REQUIRED TRIANNUAL STREET SWEEPING LOCATIONS

Municipality	County Route	Street Name	Limits	Required Mileage
	668	By-Pass Road	County Route #617 to County Route #605	0.12
Pilesgrove/Woodstown	672	South Main Street	US Route #40 to East Lake Road	1.22
	678	Old Salem Road	County Route #616 to Liberty Avenue	0.18
Upper Pittsgrove/Elmer	611	Shirley Road	NJ Route #77 to Cedar Lane	1.65
	611	Salem Street	Mill Road to County Route #610	1.09
	648	Main Street	County Route #609 to County Route #611	1.07
	649	Front Street	County Route #611 to US Route #40	0.98
	662	Broad Street	County Route #611 to County Route #648	0.88
Pittsgrove	612	Dealtown Road	County Route #553 to County Route #690	1.05
	639	Willow Grove Road	County Route #610 to County Route #553	0.92
	690	Olivet Road	County Route #608 to County Route #553	1.20
	540	Almond Road	County Route #553 to Centerton Country Club Entrance	0.56
	553	Centerton Road	County Route #540 to County Route #674	1.23



## SPPP Form 9 – Herbicide Application and Roadside Vegetative Waste Management

**Herbicide Application Management:** Describe the program for ensuring the proper application of herbicides. Include details about how the permittee ensures that herbicides are not washed into waters of the State and how they prevent erosion caused by de-vegetation.

*In accordance with the Highway Permit, Salem County will no longer apply herbicides outside the prescribed two (2) foot radius of any structure for which it is impractical to mow around. A previous County Road Supervisor, William Davis replaced the old herbicide to one that poses less of a water pollution risk. Herbicides will not be applied adjacent to inlets, on steeply sloping ground, along curb lines, and along unobstructed shoulders.*

*See Salem County Public Works Department "Standard Operating Procedure for Roadside Vegetation Management" contained herein for the procedure for proper application of herbicides.*

**Roadside Vegetative Waste Management:** Describe the program for ensuring that wood waste and yard trimmings generated by the permittee are not blown or deposited into stormwater facilities, e.g., storm drain inlets and basins.

Wood waste and yard trimmings include the following: tree parts, brush, wood chips, leaves, untreated/unpainted lumber, and grass clippings.

*The requirements of the permit have also prompted maintenance yard workers to look into planting low maintenance, native wild flowers along the roadsides in hopes of improving aesthetics and reducing the amount of labor that would go into taking care of plants along the roadside, including the mowing of "wet" areas and areas with steep slopes. However, any additional plantings would be contingent upon budget funds being available.*

*We hope to extend our volunteer "Adopt-A-Highway" program to include an "Adopt-A-Highway" landscaping program where volunteers would "adopt" a section of highway for an amount of time (e.g., two (2) years) and maintain the vegetation along that stretch of road. Tasks would include pulling weeds, planting flowers, and possibly even mowing the grass.*

*In regard to applying mulch and herbicides, designated workers who perform roadside vegetation management will be trained on the specifications of the permit and how to properly apply these products. Mulch will be stabilized in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey as established by N.J.A.C. 2:90-1 to prevent it from being washed away with stormwater into the waters of the state.*

*See Salem County Public Works Department "Standard Operating Procedure for Roadside Vegetation Management" contained herein for the procedure for roadside vegetative waste management.*

## **Salem County Public Works Department Standard Operating Procedure for Roadside Vegetation Management**

### *Introduction and Purpose*

Roadside vegetation management procedures are designed to limit the amount of herbicides and restrict the methods by which mulch is applied. Site planning will include integrated pest management techniques for the prevention and suppression of pests. Understanding the procedures for roadside vegetation management is critical. Safety is priority.

### *Scope*

This procedure is to be implemented by all employees in order to meet the minimum standard with a sustainable approach in a way that minimizes health, environmental and economic risks.

### *Standards and Specifications (Chemical Handling and Application)*

- 1) For all emergencies, call 911.
- 2) For all reportable spills or misapplication, call NJDEP's 24 hour hotline 1-877-927-6337.
- 3) For all reportable spills or misapplication, call Salem County Emergency Management at (856) 769-1955.
- 4) All necessary personal protective equipment must be used during container handling, mixing and application.
- 5) If the chemical being used for roadside vegetation management is considered a "Restricted Use Pesticide", the applicator must hold a valid NJDEP pesticide license.
- 6) The chemical applicator must follow all federal and state laws regarding handling, mixing and application of said chemical.
- 7) The chemical applicator must be knowledgeable of how to apply pesticides properly and effectively in accordance with the label instructions, at or below label rates, and under appropriate environmental conditions (i.e. no spraying on windy days or immediately prior to the forecast of heavy rain).
- 8) Pesticides should be applied through the use of appropriate drift reduction techniques, such as the use of low-pressure sprayers when possible.
- 9) Pesticide application records shall be kept as required by the NJDEP pesticide control regulations.
- 10) The chemical applicator must be knowledgeable of the specifications of the permit, particularly minimum standard and measureable goal.

### *Standards and Specifications (Roadside Vegetation Management Site Planning)*

- 1) Consideration should be given to the products and application techniques that lower the level of risk to humans and the environment.
- 2) Herbicides shall only be applied in a 2 foot radius around structures where overgrowth presents a safety hazard and where it is not practical or safe to mow (such as guardrails, signposts, telephone poles, etc.).
- 3) Herbicides will not be applied adjacent to storm drain inlets, on steeply sloping ground, along curb lines, and along unobstructed shoulders.
- 4) If mulch is applied (stone, wood chips, etc.), it shall be stabilized in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey N.J.A.C. 2:90-1 to prevent it from being washed away with stormwater into the waters of the state.
- 5) If arranging to plant vegetation for low maintenance areas such as "wet" areas and areas with steep slopes; proper plant selection (pest resistance, low growth habit) such as native wild flowers will be considered.
- 6) Continually encourage "Adopt-A-Highway" program volunteers to maintain vegetation along their "adopted" section of highway. Tasks could include pulling weeds, planting flowers, and possibly even mowing the grass.

### SPPP Form 10 – Maintenance Yards and Other Ancillary Operations

Complete a separate Form 10 for each yard/location. This includes but is not limited to all maintenance yards, impound yards, fueling locations, and yard trimming/wood waste management sites.

1. Address of maintenance yard or ancillary operation.
<i>153 Cemetery Road Pilesgrove, NJ 08098</i>
2. List all materials that are exposed to stormwater which could be a source of pollutants in a stormwater discharge. Indicate what type of container the materials are in, if they are covered, what they are placed upon, and if the area is graded or contained by berms. This includes, but is not limited to, raw materials, intermediate products, final products, waste materials, by-products, fuels, lubricants, solvents, and detergents. For example, brine, fertilizer, used oil, refuse containers, etc.
<p><b>Salt and De-icing Material:</b> Salem County stores salt and de-icing material in a single storage structure at the Pilesgrove Maintenance Yard. Salt and salt/sand mixes are stored in the facility.</p> <p><b>Landscape Chemicals (Herbicides):</b> The Maintenance Yard has an equipment storage building with landscape chemicals (herbicides) which are stored in lockers.</p> <p><b>Asphalt and Topsoil Stockpiles:</b> Asphalt and topsoil stockpiles are contained in storage bins which are approximately 200 feet from the southern perimeter of the site.</p> <p><b>Waste Materials:</b> The Maintenance Yard also has refuse containers which are covered.</p> <p><b>Vehicle Fueling Station:</b> The Maintenance Yard has a vehicle fueling station with underground fuel storage tanks.</p>
3. List all machinery that is exposed to stormwater which could be a source of pollutants in a stormwater discharge.
<i>Dump Trucks, Excavators, Paver, Roller, Tractors, Roadside Mowing Equipment, Salt and De-icing Material Spreader, Flatbed Semi-trailer Truck, County Vehicles, Vehicle Fueling Station</i>
4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.
<i>Salem County's Standard Operating Procedures for Vehicle and Equipment Fueling, Vehicle Maintenance, and Good Housekeeping Practices each contain procedures for cleaning spills and disposing of clean-up waste. Salem County will comply with the required Best Management Practices listed in Attachment E of the Highway Agency Permit. Absorbent spill clean-up materials and spill kits are available in fueling areas, maintenance areas, and near any liquid transfer area protected from rainfall. Salem County's Standard Operating</i>

<i>Procedures for Vehicle and Equipment Fueling, Vehicle Maintenance, and Good Housekeeping Practices are contained in this section.</i>	
5. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit.	
a. Fueling Operations	
	<i>Salem County's Standard Operation Procedure for Fueling Operations went into effect of September 14, 2005 as required. A list of fueling locations within our maintenance yard has been compiled. This location will be inspected once a month. Salem County will comply with the required Best Management Practices listed in Attachment E of the Highway Agency Permit. Salem County's Standard Operating Procedures for Fueling Operations is contained in this section. Salem County has only one (1) fueling site which is located adjacent to the Salem County Public Works Highway Maintenance Yard located at 153 Cemetery Road, Pilesgrove, New Jersey 08098.</i>
b. Discharge of Stormwater from Secondary Containment	
	<i>Salem County will comply the Best Management Practices in Attachement E of the Highway Agency Permit for discharge of stormwater from secondary containment.</i>
c. Vehicle Maintenance	
	<i>Salem County's Standard Operation Procedure for Vehicle Maintenance went into effect of September 14, 2005 as required. Monthly inspections will be held at the vehicle maintenance site to ensure that the required SOP is being met. Salem County will comply with the required Best Management Practices listed in Attachment E of the Highway Agency Permit. Salem County's Standard Operation Procedures for Vehicle Maintenance is contained within this section.</i>
d. On-Site Equipment and Vehicle Washing/Wastewater Containment	
	<i>See permit for certification and log forms for Underground Storage Tanks.</i>
	<i>Salem County's Standard Operating Procedure for On-Site Equipment Vehicle Washing/Wastewater Containment went into effect as of August 28, 2009 as required. Monthly inspections will be held at the equipment and vehicle washing site to ensure that the Standard Operation Procedure is being met. Salem County will comply with the required Best Management Practices listed in Section E of the Highway Agency Permit. Salem County's Standard Operation Procedures for On-Site Equipment Vehicle Washing/Wastewater Containment is contained in this section.</i>

e. Salt and De-icing Material Storage and Handling
<i>Salem County currently stores its salt and de-icing material in a single storage structure at the Public Works Department Highway Maintenance Yard in Pilesgrove Township. The structure was built in 2006 and meets the current standards for salt and de-icing material storage. The facility itself is inspected monthly. Salt and salt/sand mixes are stored in the facility. Hay bales surround the pure sand stockpile that is located elsewhere at the facility. Salem County will comply with the required Best Management Practices listed in Attachment E of the Highway Agency Permit.</i>
f. Aggregate Material and Construction Debris Storage
<i>Salem County will comply with the required Best Management Practices listed in Attachment E of the Highway Agency Permit for aggregate material and construction debris storage.</i>
g. Street Sweepings, Catch Basin Clean Out, and Other Material Storage
<i>Salem County will comply with the required Best Management Practices listed in Attachment E of the Highway Agency Permit for street sweepings, catch Basin clean out, and other material storage.</i>
h. Yard Trimmings and Wood Waste Management
<i>Salem County will comply with the required Best Management Practices listed in Attachment E of the Highway Agency Permit for yard trimmings and wood waste management.</i>
<b>Records:</b> Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or planned. Documentation should include the date and time of inspection, the name of the person conducting the inspection, and relevant findings.
<i>Inspection logs and tracking forms associated with the Salem County Public Works Highway Maintenance Yard in Pilesgrove Township are kept on-site in the maintenance yard office.</i>

# **STORMWATER POLLUTION PREVENTION PLAN**

## **Salem County Public Works Department Standard Operating Procedures Vehicle and Equipment Fueling**

### *Introduction and Purpose*

Vehicle and equipment fueling procedures and practices are designed to minimize pollution of surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.

### *Scope*

These procedures are to be implemented at all maintenance yards with fueling, including mobile fueling operations.

### *Standards and Specifications (for vehicle and equipment fueling)*

1. Any emergency call 911. Push emergency shut off, if necessary.
2. Shut the engine off.
3. Ensure that the fuel is the proper type of fuel.
4. Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
5. Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.
6. Fuel tanks shall not be "topped off."
7. Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.
8. Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.
9. No fueling of unauthorized vehicles.
10. No cell phone usage while fueling.
11. No fueling cans on back of truck. They must be placed on the ground.
12. Fuel station is monitored by camera system.
13. Notify Public Works Department personnel of any problems at the fuel island, spill emergencies, etc.
14. No smoking in fueling area.
15. Do not leave fuel nozzle unattended.

# STORMWATER POLLUTION PREVENTION PLAN

## *Standards and Specifications (for bulk fueling)*

1. Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.
2. Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.
3. Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.
4. A trained employee must always be present to supervise during bulk transfer.

## *Spill Response*

1. Conduct cleanups of any fuel spills immediately after discover.
2. Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
3. Collected waste is to be disposed of properly.
4. Contact the Salem County Emergency Management at 856-769-1955.

## *Maintenance and Inspection*

1. Fueling areas and storage tanks shall be inspected monthly.
2. Keep an ample supply of spill cleanup material on the site.
3. Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.



# **STORMWATER POLLUTION PREVENTION PLAN**

## **Salem County Public Works Department Standard Operating Procedures Vehicle Maintenance**

### *Introduction and Purpose*

This SOP contains the basic practices of vehicle maintenance to be implemented at all maintenance yards including maintenance activities at ancillary operations for the Salem County Public Works Department. The purpose of this SOP is to provide a set of guidelines for the Salem County Public Works Department vehicle maintenance yard including maintenance activities at ancillary operations.

### *Scope*

This SOP applies to all maintenance yards including maintenance activities at ancillary operations within the Salem County Public Works Department.

### *Standards and Specifications*

1. Conduct vehicle maintenance operation only in designated areas.
2. Whenever possible, perform all vehicle and equipment maintenance at an indoor location with a paved floor.
3. Always use drip pans.
4. Absorbent spill clean-up materials shall be available in maintenance areas and shall be disposed of properly after use.
5. Maintenance areas shall be protected from stormwater run-on and runoff, and shall be located at least 50 feet from downstream drainage facilities and watercourses.
6. Use portable tents or construct a roofing-device over long-term maintenance areas and for projects that must be performed outdoors.
7. Do not dump or dispose oils, grease, fluids, and lubricants onto the ground.
8. Do not dump or dispose batteries, used oils, antifreeze and other toxic fluids into a storm drain or water way.
9. Do not bury tires. All tires to be taken to the landfill.
10. Collect waste fluids in properly labeled containers and dispose of properly.

### *Spill Response and Reporting*

1. Provide spill containment dikes or secondary containment around stored oils and other fluid storage drum(s).
2. Conduct cleanups of any fuel spills immediately after discovery.
3. Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.



## **STORMWATER POLLUTION PREVENTION PLAN**

4. Collected waste is to be disposed of properly.
5. Contact the Salem County Emergency Management at 856-769-1955.

### *Maintenance and Inspection*

1. Periodically check for leaks and damaged equipment and make repairs as necessary.

# **STORMWATER POLLUTION PREVENTION PLAN**

## **Salem County Public Works Department Standard Operating Procedures Good Housekeeping**

### *Introduction and Purpose*

This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations for the Salem County Public Works Department. The purpose of this SOP is to provide a set of guidelines for the employees of Salem County Public Works Department for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.

### *Scope*

This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Salem County Public Works Department.

### *Standards and Specifications (General)*

1. All containers should be properly labeled and marked, and the labels must remain clean and visible.
2. All containers must be kept in good condition and tightly closed when not in use. All gas must be stored in metal gas box and locked up daily.
3. When practical, chemicals, fluids and supplies should be kept indoors.
4. If containers are stored outside, they must be covered and placed on spill platforms.
5. Keep storage areas clean and well organized.
6. Spill kits and drip pans must be kept near any liquid transfer area protected from rainfall.
7. Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.
8. Place trash, dirt and other debris in the dumpster.
9. Collect waste fluids in properly labeled containers and dispose of them properly.
10. Establish and maintain a recycling program by disposing papers, cans, bottles and trash in designated bins.

### *Standards and Specifications (Salt and De-icing Material Handling)*

1. During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded.
2. Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.
3. Minimize the tracking of materials from storage and loading/unloading areas.

# **STORMWATER POLLUTION PREVENTION PLAN**

4. Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.
5. Any materials that are stored outside must be tarped when not actively being used.
6. If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.

## *Standards and Specifications (Cleaning out County Storm Drain Basins)*

1. Set up and use Work Zone Safety – signs, cones, etc.
2. Use and wear all proper PPE – safety glasses, Tyvek, boots, gloves.
3. Use safety hoist and bar to remove basin lid.
4. Do not enter basin – Confined space – work from top.
5. Remove trash and keep separate – install in trash bag.
6. Remove sand and dirt – put plastic down – install dirt on back side of basin – leave coned off.
7. Clean basin lid and frame – reinstall lid safely and properly.
8. Clean surrounding curb and lid of sand and grass.
9. Paint basin curb top – SCPWD.
10. Keep records on locations and amounts of dirt and trash.
11. Use rubber gloves and a tool to sort trash out of dirt when cleaning a basin.
12. Notify Supervision right away if you come across foreign objects such as guns. Call police immediately. Notify Supervision if you find hypodermic needles or other items that may be contaminated with blood borne pathogens. Do not touch them. Use a shovel to pick them up and place them in a covered and labeled plastic bucket.
13. Notify Supervision right away if you notice graywater (wash water, soap or water discharged from a dwelling), foul odors or sewer products. We will notify Salem County Health Dept.
14. Contact Supervision if any other problems arise during basin cleaning. (This includes ALL Public Works Department employees working on County Highways.)

## *Spill Response and Reporting*

1. Conduct clean up of any spill(s) immediately after discovery.
2. Spills are to be cleaned using dry cleaning methods only.
3. Contact the Salem County Emergency Management at 856-769-1955.

## *Maintenance and Inspection*

1. Periodically check for leaks and damaged equipment and make repairs as necessary.
2. Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.



**County of Salem**  
**Road & Bridge Department**  
153 Cemetery Rd  
Pilesgrove, NJ 08098  
(856) 769-0453 FAX (856) 769-4923

## **STANDARD OPERATING PROCEDURE**

### **SALEM COUNTY**

#### **WASH BAY**

Following is the "Standard Operating Procedure" (SOP) for the "SALEM COUNTY WASH BAY".

The purpose of this "SOP" is to keep everyone safe.

Drive into the Wash Bay centering the vehicle away from walls. Give enough room so that you can walk all the way around the vehicle and still hold the spray wand. The spray wand is on a wire and will slide with you where you go.

#### **\*\* SIGN IN\*\***

Please sign-in sheet is inside mechanical door. Indicate: Date; Time; Vehicle Type; and Municipality.

- \* Initial Directions
  - \* Pre-soak (to get initial gunk off and start the soak and loosen the road film).
  - \* Wash (where suds come out).
  - \* Rinse (to get the soap off).
1. Turn the power switch on.
  2. Turn the lever to the recycle water if the vehicle is heavily caked with dirt; otherwise put the lever on soap or wash. Give it a second and the machine will start to run.
  3. Quickly walk around the vehicle blasting the first round of dirt off your vehicle. One circuit should do it. Turn the lever back to the rinse position and start rinsing the soap. If you go quickly, the suds will not have time to dry to a film. If there is some drying, just wipe it again and rinse, then do not touch that spot again with the rag.

4. Turn the dial to the wash cycle (soap) and the suds should start coming out momentarily. This is where it is good to have a rag or other cloth to wipe after the suds. Maybe have a co-worker to help scrub as you spray. Hit the floor mats with suds if you want.
5. Turn the lever back to the rinse position and start rinsing the soap. If you go quickly, the suds will not have time to dry to a film. If there is some drying, just wipe it again and rinse, then do not touch that spot again with the rag.
6. Use Caution when backing out of the wash bay.
7. If you run into a problem contact a Salem County Supervisor immediately or call (856) 769-0453.

#### CAUTIONS:

- \* Paint can be damaged, the high pressure can lift paint, magnetic signs and bumper stickers from your Vehicle.
- \* Pay attention to the Posted notes that tell you a machine is "Out of Order".
- \* Washing during the winter requires quite a bit of constitution, especially if it is bitter-cold outside. The water you are spraying on the vehicle will begin to freeze almost immediately after hitting the vehicle, creating a thick crust of ice that may need to be scraped off after washing is complete. If you are wearing gloves to protect your hands from the cold be sure to keep your gloves dry, and if you are handling the wand barehanded beware of freezing water on your exposed skin (it will hurt, especially once you start warming your hands up after the wash).
- \* Be careful and stand back when spraying your vehicle with the high-pressure washer. Try to avoid applying direct pressure (if you accidentally spray your own foot, you will understand). It is best to keep a reasonable distance from your vehicle. Surprisingly, tires are also vulnerable as the focused, oscillating pressure can damage the cords and belts in the sidewalls, causing all sorts of problems. So take around your wheels.
- \* Check which way any wind is blowing and try to avoid standing downwind from the spray.

**Salem County Engineers / Public Works**  
**Storm Water Management**  
**153 Cemetery Road, Pilesgrove, NJ 08098**  
**(856) 769-0453**  
**Email: [Ray.Owens@salemcountynj.gov](mailto:Ray.Owens@salemcountynj.gov)**

Prepared: 7/9/2015 by Steven Schalick  
Revised: 6/2/2017 by Diana Ford

### SPPP Form 10 – Maintenance Yards and Other Ancillary Operations

Complete a separate Form 10 for each yard/location. This includes but is not limited to all maintenance yards, impound yards, fueling locations, and yard trimming/wood waste management sites.

1. Address of maintenance yard or ancillary operation.
<i>650 North Main Street Elmer, NJ 08318</i>
2. List all materials that are exposed to stormwater which could be a source of pollutants in a stormwater discharge. Indicate what type of container the materials are in, if they are covered, what they are placed upon, and if the area is graded or contained by berms. This includes, but is not limited to, raw materials, intermediate products, final products, waste materials, by-products, fuels, lubricants, solvents, and detergents. For example, brine, fertilizer, used oil, refuse containers, etc.
<i><b>Salt and De-icing Material:</b> Salt and de-icing material is kept in a single storage structure at the Elmer Maintenance Yard. Salt and salt/sand mixes are stored in the facility.</i>
3. List all machinery that is exposed to stormwater which could be a source of pollutants in a stormwater discharge.
<i>Tractors</i>
4. Describe the procedures for cleaning spills and disposing of clean-up waste. Indicate the location of materials used for cleaning, e.g., kitty litter, sawdust, etc.
<i>Salem County's Standard Operating Procedures for Good Housekeeping Practice contains procedures for cleaning spills and disposing of clean-up waste. Salem County will comply with the required Best Management Practices listed in Attachment E of the Highway Agency Permit for cleaning spills and disposing of clean-up waste. Salem County's Standard Operating Procedures for Good Housekeeping Practices is contained in the previous section.</i>
5. For each category below, describe the best management practices in place to ensure compliance with all requirements in the permit.
i. Fueling Operations
<i>Salem County doesn't have a fuel facility at the Elmer Maintenance Yard.</i>
j. Discharge of Stormwater from Secondary Containment
<i>Salem County does not discharge stormwater from secondary containment at the Elmer Maintenance Yard.</i>

k. Vehicle Maintenance
<i>Salem County does not perform any vehicle maintenance at the Elmer Maintenance Yard.</i>
l. On-Site Equipment and Vehicle Washing/Wastewater Containment See permit for certification and log forms for Underground Storage Tanks.
<i>Salem County does not have any on-site equipment and vehicle washing/wastewater containment at the Elmer Maintenance Yard.</i>
m. Salt and De-icing Material Storage and Handling
<i>Salem County currently stores some salt and de-icing material in a single storage structure at the Elmer Maintenance Yard. The structure meets the current standards for salt and de-icing material storage. The facility itself is inspected monthly. Salt and salt/sand mixes are stored in the facility. Salem County will comply with the required Best Management Practices listed in Attachment E of the Highway Agency Permit.</i>
n. Aggregate Material and Construction Debris Storage
<i>Salem County does not store aggregate material and construction debris at the Elmer Maintenance Yard.</i>
o. Street Sweepings, Catch Basin Clean Out, and Other Material Storage
<i>Salem County does not store street sweepings and catch basin clean outs at the Elmer Maintenance Yard.</i>
p. Yard Trimmings and Wood Waste Management
<i>Salem County does not store yard trimmings and wood waste management at the Elmer Maintenance Yard.</i>
<b>Records:</b> Indicate the location of inspection logs and tracking forms associated with this maintenance yard or ancillary operation, including documentation of conditions requiring attention and remedial actions that have been taken or planned. Documentation should include the date and time of inspection, the name of the person conducting the inspection, and relevant findings.
<i>Inspection logs and tracking forms associated with the Salem County Public Works Highway Maintenance Yard in Elmer Borough are kept at the Highway Maintenance Yard in Pilesgrove Township.</i>



## SPPP Form 11 – Storm Drain Inlets

Storm drain inlets are the point of entry into the storm drain system.

**Inspections:** Describe the program and frequency of inspections, cleaning, and maintenance of storm drain inlets that are owned or operated by the permittee.

*Salem County will inspect, at a minimum of once per year, all storm drain inlets that it owns or operates as required by the Highway Agency Permit. Salem County shall inspect all catch basins once per year. Documentation of inspections shall include: catch basin location, date visited, observations of the catch basin's structural integrity, and if maintenance or repairs are required. Cleaning and maintenance will be done as needed during the inspections.*

**Design and Retrofitting:** Describe how the permittee ensures that the current design standards for storm drain inlets (specified in permit Attachment C) are incorporated in development projects. Also describe how the permittee ensures that retrofitting of storm drain inlets is completed when required.

*Salem County will comply with the storm drain inlet design standard in Attachment C of the Highway Agency Permit either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or (for flows not conveyed through such a trash rack), by installing the NJDOT bicycle safe grate and (if needed) a curb opening with two or more clear spaces which shall have an area of no more than seven (7) square inches or a clear space no greater than two (2) inches across the smallest dimension. The storm drain inlets will also be engineered to ensure adequate hydraulic performance.*

**Labeling:** Describe the inspection and label maintenance plan on storm drain inlets that do not have permanent wording cast into the design.

*Salem County has been divided into two (2) sectors. The first sector is located in the area consisting of: Carneys Point; Penns Grove; Oldmans; Pilesgrove; Woodstown; Upper Pittsgrove; Elmer; and Pittsgrove - the second sector is the area consisting of: Alloway; Elsinboro; Lower Alloway Creek; Mannington; Pennsville; Quinton; and City of Salem. All storm drain inlets at the maintenance yards and storm drain inlets along streets with sidewalks will be labeled.*

*Due to safety concerns, all roadways will be labeled by Salem County Public Works Department personnel. Employees will also label storm drains located within our maintenance yards and on County owned property. The County will be labeling and numbering all inlets with a stainless steel storm drain marker that says "ONLY RAIN ... DOWN THE DRAIN" along with the appropriate number.*

*To date, both the first and second sectors have been labeled and numbered.*



*All storm drain inlet labels will be inspected periodically and maintained as needed by Salem County Public Works Department employees. The current anticipated long-term plan is to re-label inlets as required on a five (5) year cycle.*

**Records:** Indicate the location of records that include storm drain inlet locations, inspection dates, observations, and maintenance/repairs performed, if applicable.

*All records that include storm drain inlet locations, inspection dates, observations, and maintenance/repairs performed are located in the Salem County Engineer's Office and at the Salem County Public Works Maintenance Yard in Pilesgrove Township.*

### SPPP Form 12 – Catch Basins

Catch basins are the cistern, vault, chamber or well that is usually built along a street as part of the storm sewer system to capture sediment, debris and pollutants.

<p><b>Inspections:</b> Describe the program for inspections of catch basins that are owned or operated by the permittee.</p>
<p><i>Salem County shall inspect and document inspections of all catch basins that it owns or operates as required by the Highway Agency Permit. Salem County shall inspect all catch basins once per year. Documentation of inspections shall include: catch basin location, date visited, observations of the catch basin's structural integrity, and if maintenance or repairs are required.</i></p>
<p><b>Cleaning and Maintenance:</b> Describe when a catch basin must be cleaned. The program must include procedures for cleaning, and shall be implemented as frequently as necessary to ensure, at a minimum, that sediment, trash, or other debris is removed as necessary to control it from entering the waters of the State, to eliminate recurring problems and maintain proper function.</p>
<p><i>Salem County will maintain its yearly catch basin cleaning schedule in compliance with the minimum standard set forth in the Highway Agency Permit. Catch basins shall be cleaned when found to contain sediment, trash, or debris. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then that catch basin will not be cleaned. All catch basins will be inspected yearly, even if they were found to be cleaned the previous year. At the time of cleaning, the catch basins will also be inspected for proper function. Maintenance will be scheduled for those catch basins that are in disrepair.</i></p> <p><i>Road clean-up materials will not be staged for removal and are delivered to the Salem County Utilities Authority on a daily bases. Waste will be tested as required based on a visual inspection for hazardous material and disposed of per NJDEP requirements. Litter will be sorted from clean-up material.</i></p>
<p><b>Records:</b> Indicate the location of records that include catch basin locations, inspection dates, observations, amount of materials collected in wet tons and maintenance/repairs performed, if applicable.</p>
<p><i>Records of catch basin inspection which include catch basin locations, inspection dates, observations, amount of materials collected in wet tons, and maintenance/repairs performed are located at the Salem County Engineer's Office and at the Salem County Public Works Highway Maintenance Yard in Pilesgrove Township.</i></p>

### SPPP Form 13 – Employee Training

<b>Employee Training:</b> Stormwater Program Coordinator (SPC) must ensure appropriate staff receive training on topics in the chart below.		
Topic	Frequency	Office/Entity Responsible for Training
1. Maintenance Yard/Ancillary Operations	<i>12 months</i>	<i>Salem County Engineer's Office</i>
2. Stormwater Facility Maintenance	<i>12 months</i>	<i>Salem County Engineer's Office</i>
3. SPPP Training & Recordkeeping	<i>12 months</i>	<i>Salem County Engineer's Office</i>
4. Street Sweeping	<i>12 months</i>	<i>Salem County Engineer's Office</i>
5. Illicit Connections & Outfall Mapping	<i>12 months</i>	<i>Salem County Engineer's Office</i>
6. Outfall Stream Scouring	<i>12 months</i>	<i>Salem County Engineer's Office</i>
7. Waste Disposal Education	<i>12 months</i>	<i>Salem County Engineer's Office</i>
8. Regulatory Mechanisms	<i>12 months</i>	<i>Salem County Engineer's Office</i>
9. Construction Activity/Post-Construction Stormwater Management in New Development and Redevelopment	<i>12 months</i>	<i>Salem County Engineer's Office</i>
<b>Records:</b> Indicate the location of associated training sign in sheets, dates, and agendas or description for each topic for employee training.		
<i>Training sign in sheets, dates, agendas, and descriptions for each topic for employee training are located in the County Engineer's Office.</i>		
<b>Stormwater Management Reviewer Training:</b> Indicate the names of all individuals who review the stormwater management design for development and redevelopment projects on behalf of the permittee. Indicate the dates on which these individuals attended the required NJDEP training course.		
<i>James McKelvie, P.E., Salem County Engineer, reviews the stormwater management design for development and redevelopment projects in Salem County. He attended the required NJDEP training course on May 2 and 3, 2018.</i>		

## SPPP Form 14 – Mapping Outfall Pipes and Stormwater Facilities

Visit [https://www.nj.gov/dep/dwq/msrp\\_map\\_aid.htm](https://www.nj.gov/dep/dwq/msrp_map_aid.htm) for the NJ DEP free mapping application. Outfall pipe maps and stormwater facilities maps may be combined. Updates to these maps shall be submitted annually to include new or newly identified outfall pipes and stormwater facilities.

**Mapping Outfall Pipes:** Attach an image or provide a link to a map of the outfall pipes owned or operated by the permittee, showing the location of the end of all MS4 outfall pipes (in tidal and non-tidal receiving waters) owned or operated by the permittee which discharge to a surface water body. Include the location and name of all surface water bodies receiving discharges from those outfall pipes.

*Salem County Engineer's Office employees have mapped the locations of the end of all of the Salem County's outfall pipes which discharge to receiving surface water body. In accordance with the Highway Agency permit, Salem County Engineer's Office employees have mapped the end of the outfall pipes by dividing Salem County into two (2) sectors. Sector One (1) is comprised of Carneys Point Township, the Borough of Penns Grove, Oldmans Township, Pilesgrove Township, the Borough of Woodstown, Upper Pittsgrove Township, the Borough of Elmer and Pittsgrove Township. Sector Two (2) is comprised of Alloway Township, Elsinboro Township, Lower Alloway Creek Township, Mannington Township, Pennsville Township, Quinton Township, and the City of Salem.*

*Salem County Engineer's Office employees will use a handheld GPS unit to locate the end of outfall pipes and will provide a separate list of outfall identifier numbers and GPS coordinates. During outfall pipe mapping, Public Works Department employees will also inspect outfall pipes for illicit connections and outfall pipe stream scouring and erosion.*

*The Salem County Engineer's Office completed the Outfall Mapping for the first sector on April 1, 2007 and completed the mapping of the second sector on March 30, 2009.*

*The Salem County Outfall Map is included as part of the Stormwater Pollution Prevention Plan beginning on the next page and was updated in February 2021 to include outfalls not previously mapped. The Salem County Outfall Map is also located on the Salem County website at the following address: [www.salemcountynj.gov](http://www.salemcountynj.gov)*

**Mapping Stormwater Facilities:** Attach an image or provide a link to a map of the stormwater facilities owned or operated by the permittee. Include the property boundaries of the Highway Agency maintenance yards, ancillary operations, rest areas, and service areas as well as an annotated map of roadways and thoroughfares owned or operated by the permittee. The map shall include the location and type of each stormwater facility, e.g., outfalls, inlets (constructed after Jan 1, 2020), basins, subsurface infiltration/detention systems, MTDs, green infrastructure, etc.

*A map of the stormwater facilities owned and operated by Salem County which were constructed after January 1, 2020 is available for review on the Salem County website at the following address: [www.salemcountynj.gov](http://www.salemcountynj.gov)*

## SPPP Form 15 – Outfall Pipe Inspections

**Inspection Schedule:** Describe the frequency and the program in place for inspecting outfall pipes owned or operated by the permittee.

*Salem County Engineer's Office employees will conduct an initial physical inspection of all of our outfall pipes during the mapping process. Subsequent inspections will be conducted by the Salem County Road Department. The County shall inspect and document inspections of each outfall pipe which discharges to a stream for localized stream scour and to determine if dry weather flows or any evidence of illicit discharge is present. As required by the Highway Agency Permit, Each outfall pipe shall be inspected at least once every five years, with a minimum of 20% of the total number of outfalls or 100 per year, whichever is greater.*

**Stream Scouring:** Describe the program in place to detect, investigate and control localized stream scouring from stormwater outfall pipes.

*Salem County will develop and implement a stormwater outfall pipe stream scouring detection, remediation, and maintenance program to detect and control localized stream and stream bank scouring in the vicinity of the highway system outfall pipes operated by the County. We will coordinate the initial steps of the effort with the mapping and inspections of outfall pipes and prioritize the outfall pipes found to have scouring in the order in which they will need to be repaired. Any outfall pipes newly identified shall be inspected within 30 days of identification for localized stream scouring in the vicinity of the pipe.*

*To help in prioritizing the outfall pipes, we will photograph the scouring found at each outfall site. A schedule will be established for repairs, beginning with the outfall pipes most in need of remediation or those with easy access. In addition, repairs that do not need any NJDEP permits or other local, State, or Federal permits may be done first. All repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. The Dry Weather Outfall Inspection Survey Form will be used to document any scour occurring at a particular outfall location.*

**Illicit Discharges:** Describe the program in place for conducting visual dry weather inspections of outfall pipes that are owned or operated by the permittee.

*Salem County will conduct visual dry weather inspections of outfall pipes that it owns to determine if any dry weather flows or any evidence of illicit discharge is present. Salem County will be using the Illicit Connection Inspection Report form provided by the NJDEP along with the Dry Weather Outfall Inspection Survey Form to record the collected information. Within 30 days of identification, any newly identified outfalls pipes shall be inspected to determine if a dry weather flow or any other evidence of illicit discharge is present. Within 30 days of receipt, complaints and reports of illicit connections, including those from operating entities of interconnected MS4s shall be investigated.*

*Outfall pipes found to have a dry weather flow or intermittent non-stormwater flow will be*



*investigated in cooperation with the Salem County Health Department to locate the illicit connection. If physical observations are not enough to determine if there is a suspected illicit connection, then the County shall field test for surfactants (detergents), personnel from the Salem County Health Department will conduct this test and complete the appropriate section on the Illicit Connection Inspection Report Form.*

*If the County is able to locate the source of an illicit connection, it shall be eliminated within one (1) year. If, after the appropriate amount of inspection, we are unable to locate the source of the illicit connection it will be noted on the Closeout Investigation Form. For illicit connections from a public source (e.g., a neighboring municipality), notification will be provided to the source and a written explanation sent to the NJDEP detailing the results of the investigation. Salem County will also alert the NJDEP of illicit connections found to be from a private entity. If the illicit connection poses an immediate threat, employees have been instructed to call the NJDEP hotline. Separate written notification of such action will also be sent to the NJDEP.*

*Salem County has in place two (2) courses of action to address the reporting of spills and illegal dumping into the County MS4's. Depending upon the nature of the spill the County will either notify Salem County Emergency Services (856) 769-2900 and/or Salem County Health Department (856) 935-7510.*

*A signed and sealed copy of Resolution No. 2018-300 entitled: RESOLUTION ADOPTING AN ILLICIT CONNECTION TO STORM SEWERS ALONG COUNTY ROADS POLICY AND PROCEDURE, adopted by the Salem County Board of Chosen Freeholders on September 5, 2018 is included herein as part of this Stormwater Pollution Prevention Plan in the section titled "SPPP Form 6 – Regulatory Mechanisms."*

*See the Salem County Public Works Department "Standard Operating Procedure For Outfall Inspections" located in this section.*

**Records:** Indicate the location of all records related to outfall pipe inspection, including the location, inspection date, inspector name, findings, preventative and corrective maintenance performed.

If scouring is observed, records of stream scouring must include the contributing source(s) of stormwater, recommended corrective action, and a prioritized list and schedule to remediate scouring cases.

If illicit discharge is observed, record results of illicit discharge investigations and actions taken using NJDEP's form at

[https://www.nj.gov/dep/dwq/public\\_complex/pdf/PC\\_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf](https://www.nj.gov/dep/dwq/public_complex/pdf/PC_Illicit%20Connection%20Inspection%20Report%20Formpdf.pdf).

Illicit Connection Inspection Report Forms shall be submitted to the Department as an attachment to the Annual Report and Certification.

*All records pertaining to outfall pipe inspection are located in the Salem County Engineer's Office and at the Salem County Public Works Maintenance Yard in Pilesgrove Township.*

## **Salem County Public Works Department Standard Operating Procedure for Outfall Inspections**

### *Introduction and Purpose*

Outfall inspection procedures are designed to detect and eliminate illicit connections in accordance with the permit. The ongoing program will respond to complaints and reports of illicit connections, including those from operating entities of interconnected small MS4's, and continue to investigate dry weather flow discovered during routine inspections and maintenance of small MS4's. Understanding the procedures for outfall inspections is critical. Safety is priority.

### *Scope*

This procedure is to be implemented by all employees in order to meet the minimum standard with a sustainable approach in a way that minimizes health, environmental and economic risks.

### *Preparation*

- 1) Know the past and present weather conditions. Conduct inspections during dry weather periods.
- 2) Gather all necessary equipment including but not limited to; tape measure, clear container, clip board with necessary forms, flashlight and camera (optional).
- 3) Obtain maps showing outfall locations and identifiers.
- 4) Obtain outfall descriptions and observations from previous inspections, so that the outfall can accurately identified and observations compared.

### *Outfall Inspection Process*

- 1) Perform an inspection of each outfall every permit cycle. Whenever possible, utilize the same personnel for consistency of observations.
- 2) Identify each outfall with a consistent and unique identifier. Use maps and previous inspection reports to confirm the outfall identity and location.
- 3) Record the structural condition of the outfall (good, fair, poor, crumbling).
- 4) Record the state of vegetative growth around the outfall (none, normal, excessive).
- 5) Record the erosion conditions around the outfall.
- 6) Record other physical observations at the time of inspection (i.e. odor, color, floatables).
- 7) If dry weather flow is present at the outfall; document and evaluate the discharge by completing the following steps:
  - a. Collect field samples for visual observations in a clean, clear container and in a manner that avoids stirring up sediment that might distort the observation.
  - b. Characterize and record observations on basic sensory and physical indicators (outfall condition, description of flow (heavy, moderate, trickling) odor, color, floatables, oil sheen) on the outfall inspection form.
  - c. Compare observations to previous inspections.
  - d. If the flow does not appear to be an obvious illicit discharge (i.e. flow is clear, odorless, etc.), attempt to identify the source of the flow (groundwater, intermittent stream, etc.).
- 8) If an illicit discharge (such as raw sewage, petroleum products, paint, etc.) is encountered or suspected, follow the procedure for the Illicit Connection Elimination Program, SPPP Form 7.
- 9) Document required maintenance (tree work, ditch work, structural corrosion, remove trash and/or debris, blocked pipe, erosion at structure, other).

### *Documentation*

- 1) File completed outfall inspection forms.
- 2) Inform management of inspection results, superficially naming outfalls that may require maintenance and repair.
- 3) Update maps if new outfalls are observed and inspected.

Outfall ID: \_\_\_\_\_ Town: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Street Name: \_\_\_\_\_

Last Rainfall Event Date: \_\_\_\_\_ Amount of Rainfall (in): \_\_\_\_\_

# Salem County Public Works

## Road and Bridge Division

### DRY WEATHER OUTFALL INSPECTION SURVEY

Type of Outfall (check one)		Pipe Outfall <input type="checkbox"/>	Open Swale Outfall <input type="checkbox"/>
Outfall Label:	Stencil <input type="checkbox"/> Ground Inset <input type="checkbox"/> Sign <input type="checkbox"/> None <input type="checkbox"/> Other _____		

Pipe Material:	Cast Iron	<input type="checkbox"/>	Pipe Condition:	Pipe Notes:
	Concrete	<input type="checkbox"/>		
	Corrugated Metal	<input type="checkbox"/>		
	Clay Tile	<input type="checkbox"/>		
	Plastic	<input type="checkbox"/>		
	Other _____	<input type="checkbox"/>		
Swale Material:	Paved (asphalt)	<input type="checkbox"/>	Swale Condition:	Swale Notes:
	Concrete	<input type="checkbox"/>		
	Earthen	<input type="checkbox"/>		
	Stone	<input type="checkbox"/>		
	Other _____	<input type="checkbox"/>		

### Pipe/Swale Measurements

<b>Rounded Pipe/Swale</b> 	<b>Pipe Measurements :</b>  Inner Dia. (in): d=____  Outer Dia. (in): D=____  Flow Height (in): h=____	<b>Swale Measurements:</b>  Swale Width (in): T=____  Swale Height (in): H=____  Flow Width (in): t=____  Flow Height (in): h=____	<b>Is there a headwall?</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Condition:</b>  Good <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Crumbling <input type="checkbox"/>
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Description of Flow: Stagnant ☐ Tidal ☐ Heavy ☐ Moderate ☐ Trickleing ☐ Dry ☐

If the outlet is submerged check yes and indicate approximate height of water above the outlet invert. Yes ☐ h above invert (in): \_\_\_\_\_

Circle All Materials Present:

Odor: Yes ☐ No ☐  
 Optical enhancers suspected? Yes ☐ No ☐  
 Has channelization occurred? Yes ☐ No ☐  
 Has scouring occurred below the outlet? Yes ☐ No ☐

Rip Rap Sheen: Bacterial  
 Excessive Sediment Sheen: Petroleum  
 Foam Floatables  
 Sanitary Waste Algae  
 Orange Staining Excessive Vegetation

Required Maintenance (circle all that apply):

Tree Work Remove Trash/Debris  
 Ditch Work Blocked Pipe  
 Structural Corrosion Erosion at Structure  
 N/A Other

Comments:



## SPPP Form 16 – Stormwater Facilities Inspection and Maintenance

**Inspections:** Describe the program in place to inspect, clean, and maintain the stormwater facilities that are owned or operated by the permittee.

*Salem County will develop and implement a stormwater facility maintenance program that ensures proper function and operation of all highway system stormwater facilities operated by the county. We have identified a number of stormwater facilities within the highway system, including: catch basins, storm sewer pipes, storm drains, swales, a detention basin, and an oil/water separator at the northern maintenance yard. The identified stormwater facilities will be regularly inspected, on an annual basis, and repairs will be prioritized.*

*The County is developing a list of current flooding areas and will provide for maintenance and repair of these locations to eliminate the problems. Additionally, the County Engineer's Office will include funds in their annual budget to remediate these areas as funding is available.*

### **Gateway Business Park Detention Basin Post Construction Maintenance Plan**

*This plan is prepared pursuant to plans entitled "Preliminary & Final Subdivision Plans and Preliminary Site Plans for Gateway Business Park", prepared by "Adams, Rehmann & Heggan Associates", dated March 2, 2001, revised May 17, 2001; and approved by the Salem County Planning Board on August 21, 2001; and "County Infrastructure Improvement Plans for Contract 1 – Gateway Business Park", prepared by "Adams, Rehmann and Heggan Associates", dated March 2, 2001; and revised on February 28, 2003 and March 27, 2006.*

*The overall stormwater management concept for this project is vitally dependent upon the function of the detention basin located on the site. The basin was designed to operate under conditions that require regular active maintenance. In order to insure that the stormwater management facilities will continue to function properly after construction, the following schedule must be adhered to.*

- 1) Mowing – The bottom and side slopes of the detention basin shall be mowed on a regular basis during the growing season. All clippings shall be removed from the basin areas and disposed of properly.*
- 2) Weed Control – On a monthly basis, weeds and other undesirable growth shall be removed from basin during the growing season. Particularly from around outlet structures, fences, headwalls, low flow channels and rip rap areas.*
- 3) Outlet Works – All outlet control structures shall be inspected monthly, and cleaned as necessary. In order to insure that the basin will function properly, any silt and debris build-up must be removed from the bottom of the trash racks. Trash racks must be inspected and cleaned or painted as necessary. Trash racks must be replaced in the event they become inoperable.*
- 4) Debris Removal – On a monthly basis and following heavy storms, the basins should be inspected for accumulated debris. This is necessary for safety, to prevent the blockage of outlet works, to prevent the blockage by undesirable rodents and pests,*

*and to maintain the overall aesthetics of the basin.*

- 5) *General Inspection – Yearly, an inspection of each basin should be made to watch for any short term or long term changes that may affect the function and safety of the basin. Among the specific items that should be looked for and reported on are erosion of the side slopes, breaching of embankments, damage to fences and gates and deterioration of the headwalls and outlet works. Any erosion on the basin side slopes must be repaired and then reseeded in accordance with the State Soil Erosion Standards. Breaching of embankments may be caused by animals, settlement or other factors. Damage to fences may allow unwanted trespassing into the basin areas. Deterioration of outlet structures may cause basin failure to occur and result in property damage downstream. Due to all above concerns, any observed deficiencies must be reported and corrected immediately upon discovery. Other minor items such as displacement of rip-rap, deterioration of low flow channels, etc., should also be noted and repaired in a timely fashion.*
- 6) *Detention basin shall be cleared of sediment and silt, and reseeded by each lot owner upon completion of buildings and prior to issuance of certificate of occupancy.*

**Records:** Indicate the location of records related to stormwater facilities that are owned or operated by the permittee. Records must include the type of stormwater facility, location, inspection date, inspector name, findings, preventative and corrective maintenance performed.

Also indicate the location of maintenance plans related to maintenance of stormwater facilities that are owned or operated by the permittee. NJDEP provides materials to assist with this requirement at [https://www.nj.gov/dep/stormwater/maintenance\\_guidance.htm](https://www.nj.gov/dep/stormwater/maintenance_guidance.htm).

*Records related to stormwater facilities that are owned and operated by Salem County are located in the County Engineer's Office and at the Salem County Public Works Highway Maintenance Yard in Pilesgrove Township. A copy of the Inspection/Maintenance Record form to be used for the inspection of the Gateway Business Park Detention Basin is included at the end of the section.*

## Gateway Business Park Detention Basin Inspection/Maintenance Record

**Date:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_

**Last Rainfall Event Date:** \_\_\_\_\_ **Amount of Rainfall (in):** \_\_\_\_\_

**Current Precipitation Condition (circle one):**      Clear    Drizzle    Shower    Downpour

**Current Ground Condition (circle one):**    Dry    Moist    Ponding    Submerged    Snow Accumulation

Inspection/Maintenance Checklist	Y/N		Maintenance Performed
	Yes	No	
Does the basin need to be mowed?			
Do the side slopes need to be mowed?			
Are there clippings that need to be removed?			
Are weeds or unwanted growth from outlet structures, fences, headwalls, low flow channels and rip rap areas present?			
Are trash, excessive leaves, grass clippings and other debris present in the basin?			
Are the trash racks clean?			
Is anything blocking or clogging inlets or outlets?			
Are the low flow channels free of debris and sediment?			
Are there areas of bare soil or erosion present?			
Is there erosion on the side slopes?			
Is there any breaching of embankments?			
Is there deterioration of the headwalls, outlet works, or the low flow channels?			
Are there any other concerns that need to be reported, repaired or maintained?			

## SPPP Form 17 – Total Maximum Daily Load (TMDL) Information

**Identification:** List the names of the adopted TMDLs, parameters addressed, and the affected water bodies associated with any segment of surface water wholly or partially within or bordering all maintenance yards, rest areas, service area properties, and new major development projects as defined by the permittee's stormwater program.

Refer to the list of TMDL reports provided at <http://www.nj.gov/dep/wms/bears/tmdls.html>. Utilize the TMDL look-up tool at <https://www.nj.gov/dep/dwq/msrp-tmdl-rh.htm> to identify impaired water bodies at locations described above.

*Salem County Public Works Highway Maintenance Yard, Pilesgrove Township:*

*Total Maximum Daily Loads for Fecal Coliform to Address 3 Streams in the Lower Delaware Water Region*

*Fecal Coliform - 2005 : Major Run*

*Total Maximum Daily Loads for Fecal Coliform to Address 27 Streams in the Lower Delaware Water Region*

*Fecal Coliform - 2003 : Salem River/Major Run*

*Tri-State Development, Oldmans Township:*

*Total Maximum Daily Loads for Polychlorinated Biphenyls (PCBs) for Zones 2 - 5 of the Tidal Delaware River*

*Polychlorinated Biphenyls (PCBs) - 2003 : Game Creek (below Rt 48)*

**Strategies:** Describe how the permittee uses TMDL information to prioritize stormwater facilities maintenance projects and to address specific sources of stormwater pollutants. For guidance on TMDLs, visit <https://www.nj.gov/dep/dwq/pdf/10-21-16-tmdl-tool-box.pdf>.

*Salem County will use information regarding the TMDLs mentioned above to prioritize stormwater facilities maintenance projects and address specific sources of stormwater pollutants for the TMDLs which apply to the surface water body bordering the Salem County Highway Maintenance Yard. Salem County will also prioritize stormwater facility maintenance projects and address specific sources of stormwater pollutants for any TMDLs which apply to any surface water body wholly or partially within or bordering all new major development projects.*

*The strategies that Salem County will utilize include the following:*

- 1. Prioritize stormwater facility maintenance inspections in TMDL areas to ensure proper operation and maintenance of stormwater facilities.*
- 2. Prioritize street sweeping and stormwater facility cleaning/maintenance in TMDL areas.*

3. *Perform any needed retrofits of existing County catch basins and other stormwater facilities as needed in TMDL areas to provide enhanced water quality benefits.*
4. *For major development projects in TMDL areas, perform periodic site inspections to ensure any new stormwater facilities are being constructed in accordance with County and state standards/regulations.*
5. *Ensure that construction projects, including any new major development in TMDL areas have proper soil and sediment control measures in place.*
6. *Ensure that all good housekeeping practices and standard operating procedures are continuously being followed at the Salem County Public Works Maintenance Yard in Pilesgrove Township.*
7. *If deemed necessary by Salem County, either employees of Salem County Health Department or an environmental consultant will sample and test surface waters within TMDL areas to ensure that TMDLs are being kept below the required threshold as required by the surface water quality standards in the TMDL reports for a particular surface water within a TMDL area.*



## SPPP Form 18 – Additional Measures and Optional Measures

**Additional Measures:** Describe any Best Management Practice(s) and the related measurable goal or numeric effluent limitations that are expressly required by the Department to be included in the permittee's stormwater program by a TMDL.

*As mentioned in the New Jersey Stormwater Best Management Practices Manual, according to the NJDEP Stormwater Management Rules at N.J.A.C. 7:8, the groundwater recharge, stormwater quality, and stormwater quantity standards established by the Rules for major land development projects must be met by incorporating nine (9) specific nonstructural stormwater management strategies into the project's design to the maximum extent practicable. These nine (9) strategies include the following:*

- 1. Protect areas that provide water quality benefits or areas particularly susceptible to erosion and sediment loss.*
- 2. Minimize impervious surfaces and break up or disconnect the flow of runoff over impervious surfaces.*
- 3. Maximize the protection of natural drainage features and vegetation.*
- 4. Minimize the decrease in the pre-construction time of concentration.*
- 5. Minimize land disturbance including clearing and grading.*
- 6. Minimize soil compaction.*
- 7. Provide low maintenance landscaping that encourages retention and planting of native vegetation and minimizes the use of lawns, fertilizers, and pesticides.*
- 8. Provide vegetated open-channel conveyance systems that discharge into and through stable vegetated areas.*
- 9. Provide preventative source controls.*

*In addition, the 2003 and 2005 TMDL Reports which concern Majors Run in Pilesgrove Township which address fecal coliform both mention that N.J.A.C. 7:9B-1.14(c) of the New Jersey Surface Water Quality Standards establishes that: "Fecal coliform levels shall not exceed a geometric average of 200 CFU/100 ml nor should more than 10 percent of the total sample taken during any 30-day period exceed 400 CFU/100 ml in FW2 waters." Majors Run is considered an FW2 water.*

*The 2003 TMDL Report which concern Game Creek in Carney Point Township which addresses polychlorinated biphenyls (PCBs) states that the TMDL for total PCBs for Zone 5 of the Delaware Estuary which Game Creek is located in shall be 48.06 mg/day.*

*If deemed necessary by Salem County, either employees of Salem County Health Department or an environmental consultant will sample and test surface waters within TMDL areas to ensure that TMDLs are being kept below the required threshold as required by the surface water quality standards in the TMDL reports for a particular surface water within a TMDL area.*

**Optional Measures:** Describe any Best Management Practice(s) the permittee has developed that extend beyond the requirements of the permit that prevents or reduces water pollution.

*Salem County does not own or operate a rest/service area but educates the public about stormwater at a public booth at the Salem County Fair every year. Handouts are distributed to the public which explain how people can do their part in helping to prevent and reduce water pollution.*

### SPPP Form 19 – Shared or Contracted Services

**Arrangements:** List the permit conditions that are satisfied through a shared or contracted service where an entity other than the permittee is implementing BMP(s) or control measure(s) on behalf of the permittee. Include the name of the responsible entity and describe the arrangements in place.

*Litter Pick-up: Salem County Improvement Authority “Adopt-A Highway” program and “Clean Communities” program volunteers*

*At the current time, the volunteers do their clean-ups once a month, weather permitting. Bags of trash set at the roadside after these clean-ups are then collected by the Salem County Public Works Department employees the following Tuesday. Pick-up from these roads will be included in the Public Works Department work log.*

*Street Sweep: Thesing Sweeping Company*

*The Salem County Public Works Department has a contract with Thesing Sweeping Company to perform street sweeping on County roads.*

**Records:** The permittee is responsible for maintaining the appropriate documentation related to permit conditions, including those satisfied through shared services, in the SPPP and on the Annual Report and Certification. Indicate the physical location of the written agreements and records.

*Documentation and/or written agreements relating to permit conditions satisfied through shared services is kept on file at both the Salem County Public Works Highway Maintenance Yard in Pilesgrove Township and in the Salem County Engineer’s Office.*